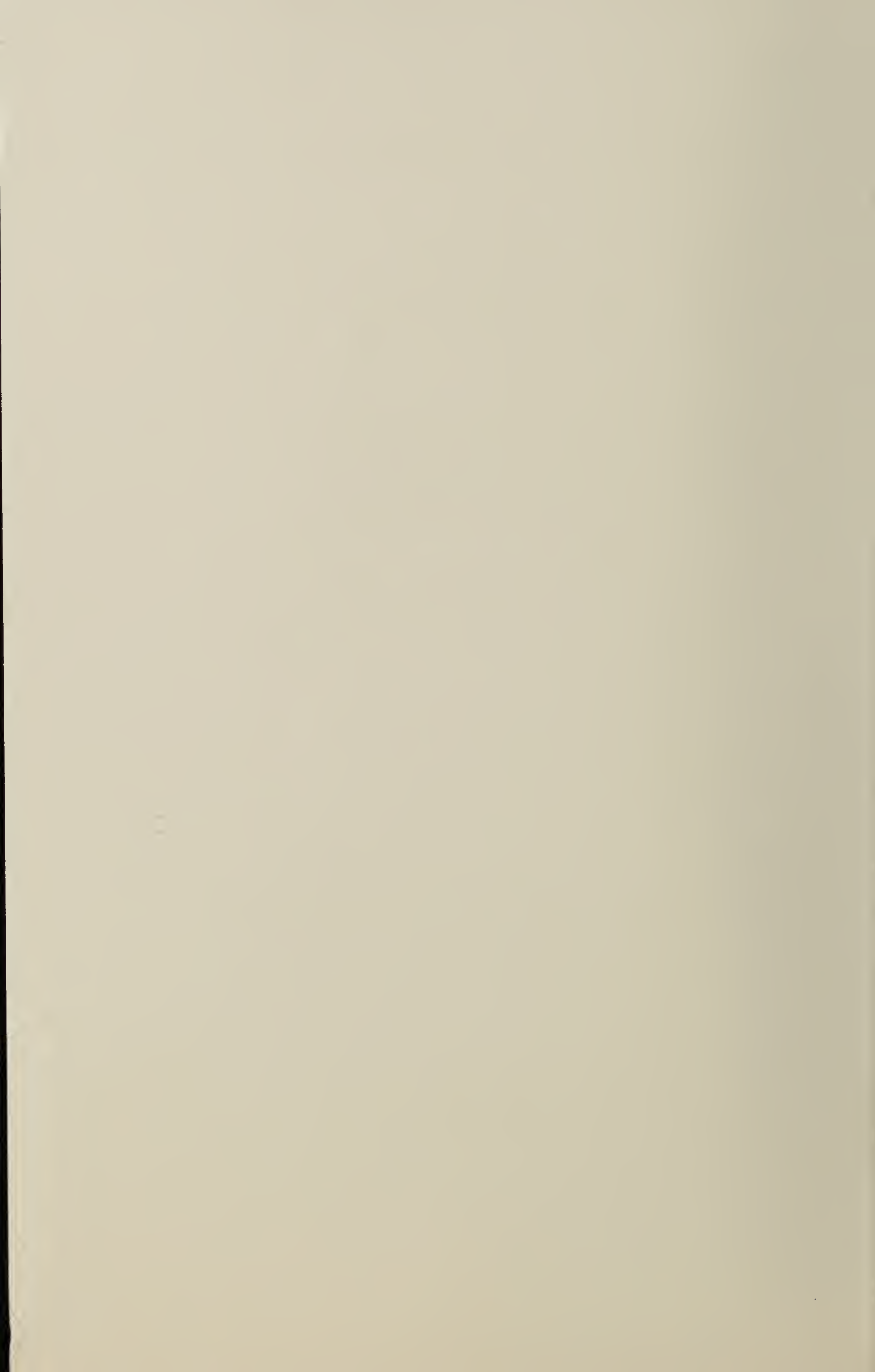


Town of Westford



1999 Annual Town Report



TOWN OF WESTFORD



ANNUAL REPORT

For the year ending December 31, 1999

ANNUAL TOWN ELECTION

Tuesday May 4, 1999

ANNUAL TOWN MEETING

Saturday May 8, 1999



Lawrence R. Smith

Lawrence "Larry" R. Smith was born in Lower Mills Stream, New Brunswick, Can. and served in the Royal Canadian Air Force during W.W.II. He and his wife, Marjorie (Fletcher) Smith moved to Westford in 1950, to the antique cape, known as the Amos Polley house, on Lowell Road. After moving to Westford he worked for Wright Trucking and later for Murray Printing in Forge Village. He was a member of the Tahattawan Masonic Lodge A.F. & A.M. of Littleton and was an active member and historian of both St. Andrew's Episcopal Church and St. Mark's Episcopal Church. Oil painting done by Larry are displayed in his home. He and Marjorie had two sons, Brian L., and Dean F.; and a daughter, Pamela J. (Smith) McGinnity. Larry Smith died on 25 Feb. 1999. He was an avid researcher and genealogist; and a wonderful resource for town history having a complete set of his own Annual Town Reports.

WITH SPECIAL THANKS TO JANE HINCKLEY



Jane Hinckley has been a dedicated volunteer and resident of Westford for 33 years. She and her husband Ralph lived all over the world for many years while Ralph was serving in the Military. When he retired they chose Westford to be their home.

Jane's two passions are pottery and history . She has been producing pottery for 47 years, entering shows, lecturing and teaching classes in Westford and other communities on stoneware pottery.

Because of her love of history, Jane is the Vice Chair of the Westford Historical Society and the Second Vice Chair of the Westford Historical Commission. Some of the historical projects Jane has taken on include setting up a permanent medical exhibit for the Westford Museum, researching and organizing the artifacts in the Town Hall basement and organizing photo albums for the Westford Historical Society and Historical Commission. Perhaps her most favorite activity is looking at the old houses and saving them from demolition!

Thank you Jane for your devotion and service that has enriched the Town of Westford immensely.

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WESTFORD TOWN OFFICERS AND COMMITTEES

AFFORDABLE HOUSING COMMITTEE

(two-year terms) Appointed by Town Manager

Chris Pude, Director	7 Bayberry Rd	692-3808	4/94	6/01
Ann Eno	5 Fisher Way	692-5483	7/99	6/01
Kathleen Healy	57 No. Main St.	692-6943	7/99	6/01
John Keele	9 Bayberry Rd.	692-0012	7/99	6/01
Mary Trubey	34 Depot St.	692-8355	7/99	6/01

ARTS TECHNOLOGY SCHOLARSHIP COMMITTEE

Theresa Fingerhut	15 Nutting Rd.	392-6841	10/99	6/00
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BOARD OF APPEALS

5 members/2 alternates, (five-year terms, alternates yearly) Appointed by BOS

John Cadigan, Chair.	8 Longmeadow Rd	692-8820	6/87	6/00
Ellen D. Doucette	3 Brookfield Dr.	692-0127	1/88	6/00
David Earl	17 Depot Rd.	692-2805	7/91	6/04
Jay Enis	13 Pine Tree Trail	692-6109	9/92	6/00
Sam Frank, Alternate	4 Wheeler Lane	692-8682	12/92	6/00
Ronald H. Johnson	77 Carlisle Rd.	692-4740	1/88	6/04
James Kazeniac, Alternate	9 Robinson Rd.	692-6572	8/99	6/00

BOARD OF ASSESSORS

3 members, (three-year terms), Appointed by Town Manager

Barbara Bogden	14 Pershing St.	392-2298	8/98	6/01
Diane Holmes, Chair	59 Lowell Rd.	692-4652	11/95	6/01
Titus Palmer	21 Vose Rd.	692-8055	4/96	6/00

BOARD OF HEALTH

5 members ELECTED

Louis Ashley	120 Carlisle Rd.	692-2026	5/89	5/01
Zack Cataldo	124 Depot St.	392-9214	5/99	5/02
Anthony Gemmellaro	458 Groton Rd.	692-6298	6/93	6/01
Joseph Guthrie, Jr.	2 Old Wood Rd.	692-4310	5/93	5/00
Kevin R. McCusker	30 Endmore Rd.	692-3692	5/96	5/01

BURIAL AGENT

Appointed by Town Manager

Nancy J. Oakes	Town Hall	692-5515
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BURIAL AGENT OF DECEASED SOLDIERS

Appointed by Town Manager

Joe Greene	Town Hall	692-5509
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CABLE TV ADVISORY COMMITTEE (one-year terms)

5 members, Appointed by BOS

Jon Barstow	82 Tenney Rd.	692-4809	2/99	6/00
David Johnson	58 Tenney Rd.	692-8692	11/93	6/00
Dave Levy	354 Groton Rd.	692-2290	7/93	6/00
Donald Whitehouse, Chair	3 Providence Rd.	692-8643	10/95	6/00
<<vacancy>>				

5 YEAR CAPITAL PLAN COMMITTEE

Paul Cummings	8 Jack Rabbit Lane	692-5234	8/98
Joe Diamond	18 Vinebrook Rd.	692-0089	8/98
Linnea Flint	4 Beaver Brook Road	692-3175	8/98
Frank Gower	10 Hawthorne Avenue	692-2744	8/98
David Keele	10 Boston Rd.	692-7996	8/98
Jim Sullivan	10 Bayberry Dr.	692-8248	8/98
William Taffel	90 Cold Spring Rd.	692-6952	8/98
Jessica Traywick	143B Main St.	692-4399	8/98
George Turner	8 Rose Lane	692-0001	8/98
Robert Waisnor	9 Magnolia Dr.	692-8690	8/98
Don Whitehouse	3 Providence Rd.	692-8634	8/98

BOARD OF CEMETERY COMMISSIONERS

3 members, (three-year terms) Appointed by Town Manager

Fred Healy	9 Ward Hill Rd.	692-6111	1/97	6/02
Dan Provost	27 Orchard St			
<vacancy>				

CARETAKER OF WHITNEY PLAYGROUND, TOWN COMMON, MONUMENTS

Appointed by Town Manager

Jon Revis, Highway Department	692-5520	6/92	6/99
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CHAPTER 61-A LAND EVALUATION COMMITTEE

4 members, (one-year terms) Appointed by Town Manager

Bill Barnett	5 Crusade Rd.	692-4269	8/99	6/00
Jeanne Drula	14 Hopkins Place	692-2077	8/99	6/00
Bill Harman	10 Chamberlain Rd.	692-3907	8/99	6/00
Diane Holmes	59 Lowell Rd.	692-4652	8/99	6/00
Bob LaPorte	15 Kylemore Drive	692-3909	9/99	6/00
Bert Russo	25 Main St.	692-8272	9/99	6/00
Frank Gracia	25 Patten Rd.	692-6707	9/99	6/00

CITIZENS ADVISORY COMMITTEE

Appointed by Town Manager

Louis Ashley	120 Carlisle Rd.	692-2026	8/98
Judith Culver	9 East Prescott St	692-7433	8/98
Jeanne Drula	14 Hopkins Place	692-2077	8/98
Richard Emmett	224 Concord Rd.	692-8329	8/98
Susan Flint	7 Swanson Dr.	692-6816	8/98
Ellen Harde	39 Main St.	692-2039	8/98
Frank Messer	55 Main Street	692-5518	8/98
Beverly Woods	74 Tenney Rd.	692-0763	8/98

COMMUNITY TEAMWORK INC.

1 representative, (one-year term) Appointed by BOS

Madonna McKenzie	28 Cold Spring Rd.	692-3721	12/92	6/00
Representative to Board of Directors				

CONSERVATION COMMISSION

5-7 members, (three-year terms) Appointed by BOS

Eric Fahle, Chair	9 Long Sought For Pond	692-0138	4/94	6/02
Chester Cook	25 N. Main St.	692-4686	5/72	6/01
George Fletcher	3 Plain Rd.	692-6288	7/95	6/01
William Harman	10 Chamberlain Rd.	692-3907	9/95	6/02
Michael Killoran	48 Pine Ridge Rd.	692-7925	7/98	6/01
Christie Williams	32 North St.	692-0107	6/96	6/02
Margaret Wheeler	171 Depot St	692-5401	6/95	6/00

CONSTABLES

4 members, (one year terms) Appointed by Town Manager

Joseph Connell	3 Connell Dr	692-8284	1/94	6/01
Edward J. Finn	28 Hemlock Rd.	692-4341	10/94	pending
William MacMillan	44 North St.	692-6359	5/95	pending
Walter McAvoy	P.O. Box 100 (Billerica)	663-3981	6/84	pending

COUNCIL ON AGING

7 members (three-year terms) Appointed by Town Manager

Judy Bartlett, Vice-Chair.	59 Monadnock Dr.	392-0140	8/95	6/00
Helena Crocker, Co-Chair	34 West St.	692-8259	6/92	6/00
Cecelia Healy	57 North Main St.	692-6943	6/83	6/01
Eugene Jungbluth	10 Brookview Dr.	692-7277	6/98	6/01
Nancy Oakes	55 Main St.	692-5515	6/98	6/01
Mary Smith, Chair	10 Elm St.	692-8179	6/84	6/01
Robert Teirney	10 Tallard Rd.	692-7222	4/92	6/02
Joanne Sheehan, Director	P.O. Box 2223	692-5523		

CULTURAL COUNCIL

7 members, (six-year terms) Appointed by BOS

Diane Cserbak, Sec'y	18 Cold Spring Rd.	692-1566	4/99	4/02
Theresa Fingerhut, Treas.	15 Nutting Rd.	392-6841	4/99	4/02
Mary Gallant	3 Shannon Circle	392-9733	5/98	6/04
Jim Gozzo, Chair	6 Carolina Lane	392-7996	5/96	6/02
Lizette Greaves	8 Hayrick Lane	692-9474	5/98	6/04
Priti Lathia	17 Hyacinth Dr.	392-8683	4/99	4/02
Karen Turpin	9 April Lane	392-9398	7/99	7/05

DEVELOPMENT AND INDUSTRIAL COMMISSION

Appointed by Town Manager

Patricia Begley	2 LaSalette Rd.	692-6843	1/93	6/98
Keith Cobleigh	24 Orchard	692-1958	1/97	
Richard Crocker	4 Orchard St.	692-2675	8/96	6/98
Thomas LeBlanc	19 Boutwell Hill Rd.	692-6072	8/96	6/98
Thomas Mahanna	25 Gould Rd.	692-1332	1/97	6/98
Elizabeth Newman	11 Doris Rd.	392-9477	8/96	6/98
Mark Scolnick	P.O. Box 632, Littleton	692-8381	6/84	6/98
Glen Shenkin	69 Forrest Rd.	692-5313	6/84	6/98
J. Frank Strauss	12 Main St.	692-8904	6/84	6/98

EMERGENCY MANAGEMENT

2 members (one-year term) Appointed by Town Manager

Captain Joe Targ.	51 Main St.	692-5542	1/00	6/00
Fire Department				
Captain Tim Whitcomb,	53 Main St.	692-2161	1/00	6/00
Auxiliary Police				

FENCE VIEWER

1 appointee (one-year term) Appointed by Town Manager

Charles Van Landenghem	10 Pine St.	692-8809	6/84	6/00
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FIELD DRIVER

1 appointee (one-year term) Appointed by Town Manager

Arnold Wilder	56 Cold Spring Rd.	692-6649	6/99	6/00
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FINANCE COMMITTEE

9 members (three-year terms) Appointed by Moderator

Elizabeth Adams	63 Main St.	692-5216	8/99	6/00
Judy Culver	9 E. Prescott St.	692-7433	9/94	6/01
Jean Drula	14 Hopkins Place	692-2077	9/94	6/01
Dorothy Hall	49 Broadway	692-4363	8/93	6/00
David Keele, Vice Chair	10 Boston Rd.	692-7996	3/99	6/02
Robert M. McCusker	65 Griffin Rd.	392-0623	7/99	6/02
Paul Murray	12 Wilshire Ave.	692-2763	1/93	6/01
Robert Shaffer	7 Blakes Hill Rd.	392-5894	7/99	6/02
James Sullivan, Chair	10 Bayberry Rd.	692-8248	6/97	6/00

FIRE SUBSTATION BUILDING COMMITTEE

(one-year terms) Appointed by BOS

Andy Anderson	21 Maple Street	692-0542	8/98	6/00
Daniel Britko	88 Cold Spring Rd.	692-2623	8/98	6/00
Paul Carey	17 Vine Brook Rd.	692-4704	8/98	6/00
Judy Culver (non voting)	9 East Prescott St.	692-7433	7/99	6/00
Frank Gower, Vice Chair	10 Hawthorne Ave.	692-2744	8/98	6/00
Ward Healy, Chair	P.O. Box 3248	692-6191	8/98	6/00
James Lamy	43 Pleasant St.	692-4305	8/98	6/00
Robert McCusker Jr.	65 Griffin Rd.	692-8083	8/98	6/00
Chief Richard Rochon	51 Main St.	692-5542	8/98	6/00
George Rogers	60 Pleasant St.	692-2686	8/98	6/00
David DeVincentis (alternate)	20 E. Prescott St.	692-8318	8/98	6/00
Tim Hall (alternate)	25R N. Main St	692-1235	8/98	6/00
James Klecak (alternate)	6 Woodbury Dr.	692-9497	8/98	6/00
Joseph Targ (alternate)	8 Broadway	692-5494	8/98	6/00

HIGHWAY GARAGE SITE COMMITTEE

(one-year terms) Appointed by BOS

Paul Alphen, Chair	9 Boutwell Hill Rd.	692-9715	8/98	6/00
Louis Ashley	120 Carlisle Rd.	692-2026	8/98	6/00
Richard Barrett	Highway, Beacon Street	692-5520	8/98	6/00
Sam Bayou	21 Lanes End	392-2050	8/98	6/00
George Fletcher	21 North St.	692-6288	8/98	6/00
Mark Hamel	Beacon St.	692-5520	6/99	6/00
John A Healy, III	26 Broadway	692-2137	8/98	6/00
Robert Jefferies	11 Boston Rd.	692-4471	8/98	6/00
James Pearson	25 Colonial Dr.	692-9723	8/98	6/00
Christie Williams (alternate)	32 North St.	692-0107	7/99	6/00
Gaylord McCartney (non-voting alternate)	16 Patriot Lane	692-7673	8/98	6/00

HISTORICAL COMMISSION

(two-year terms) No vacancies, Appointed by BOS

Sally Benedict	1 Hildreth St.	692-7389	7/85	6/01
Jane Hinckley	24 Boston Rd.	692-8862	1/94	6/01
Bette Hook	125 Carlisle Rd.	692-8335	12/93	6/00
Bob Oliphant	3 Robinson Rd.	692-7845	5/98	6/00
Kenneth Tebbetts, Chair	8 Moore Rd.	692-1347	7/96	6/01
Phil Gilbert	16 Frances Hill Rd.	392-9395	6/1	6/02
Maria Joncus	126 N Main St		6/99	6/02

HOUSING AUTHORITY

5 members, (five-year terms) Appointed by Town Manager

Muriel Drake, Member	8 LaSalette Rd	692-6001	5/95	5/00
Carol Engel, Ass't Treas.	26 Lowell Rd.	692-7869	5/91	5/01
Robert Ferreira, Chair	81 Dunstable Rd.	692-4007	5/97	5/02
Maria Hamer, Vice Chair	16 Oak Hill Rd.	692-8735	8/98	8/03
Phyllis Koulouras, Treas.	10 School Lane	392-0846	5/98	5/03
Christine Pude, Executive Director				

JV FLETCHER LIBRARY TRUSTEES

6 members (three-year terms) Elected

Samuel Frank	4 Wheeler Lane	692-8682	5/98	5/01
James Gozzo	6 Carolina Lane	392-7996	10/96	5/02
Robert Price	18 Stratton Hill Rd.	692-6189	6/99	5/02
Veronica Whitehouse, Chair	3 Providence Rd.	692-8634	5/93	5/00
Paul Royte	29 Boston Rd.	692-5152	5/98	5/01
Charles O. Swanson	5 Monadnock Rd.	692-2011	10/95	5/00

LOWELL REGIONAL TRANSIT AUTHORITY

1 representative (one-year term) Appointed by BOS Chair

William Kavanaugh	692-8364		4/93	6/99
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MASTER PLAN

IMPLEMENTATION COMMITTEE

(one-year terms) Appointed by Planning Board

Paul Alphen	9 Boutwell Hill Rd.	692-9175	6/98	6/00
Mary Caless	70 Beaverbrook Rd.	692-8642	6/98	6/00
Lynn Cohen	16 Fletcher Rd.	692-0261	6/99	6/00
Doug Deschenes	14 Keyes Rd.	692-7198	6/99	6/00
Peter Fletcher	51 Concord Rd.	692-6564	6/98	6/00

Sam Frank	4 Wheeler Lane	692-8682	6/98	6/00
Michael Green	11 Hidden Valley Road	692-2797	6/99	6/00
Diane Holmes	59 Lowell Rd.	692-4652	6/98	6/00
Robert Jefferies	PO Box 487	692-4471	6/98	6/00
Peggy Jungbluth	10 Brookview Dr.	692-6187	6/98	6/00
Edwin Ketter	14 Sassafras Rd.	692-4653	6/98	6/00
Andrea Peraner-Sweet	21 Kirsi Circle	692-7399	6/98	6/00
Betsy Pettit	68 Main St.	589-5100	1/99	6/00
Chris Romeo	239 Concord Rd	392-1513	1/99	6/00
Bob Shaffer	7 Blakes Hill Rd.	392-5894	6/99	6/00
Lestlie Thomas, Chair	8A Old Colony Dr.	692-2612	6/98	6/00
Mary Trubey	34 Depot St..	692-8355	6/98	6/00
Victor Weisenbloom	25 Chippewa	692-3049	1/99	6/00
Christie Williams	32 North St.	692-0107	6/98	6/00

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENT

1 representative/1 alternate (one-year term) Appointed by BOS

Jack Wrobel	692-2975	6/00
Robert Jefferies (alternate)	692-4471	6/00

MODERATOR

(three-year term) Elected

Ellen Harde	692-2039	5/93	5/99
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NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE

(three-year terms) Appointed by BOS, School Committee, and Moderator

Leo Dunn	692-2759	5/94	4/01
Joan O'Brien	692-2222	6/90	4/99
Frank Heslin, Alternate	692-9776	4/98	3/01
Hajo Koester	692-2513	4/96	4/99

PERMANENT SCHOOL BUILDING COMMITTEE

(as needed, no expiration of terms) Appointed by BOS

Steven Brierley	16 Phillips Drive	692-6460
Diane Celi	Nagog Lane	692-5759
Paul Davies	6 Crest Drive	692-4485
Karl Fagans, Chair	110 Kodiak Way #2811	(781) 209-1057
Richard Faherty	12 Boutwell Hill Rd.	692-0080
Geraldine Healy-Coffin	PO Box 198	692-2804
Teresa Herrick	One Shipley Circle	392-9669
Robert Jefferies	PO Box 487	692-4471
Richard Jordan	87 Main St.	692-8963
Robert McCusker	46 Newport Drive	692-8083
Kenneth Morgan	4 Dutchman Lane	692-7108
Michael Mulligan	4 Polley Rd.	392-9411
George Murray	14 Heywood Dr.	692-8621
Andrea Peraner-Sweet	21 Kirsi Circle	692-7399
Robert Smith	10 Hillside Ave.	692-2692
Kirk Ware	5 Grenada Drive	692-9498
Victor Weisenbloom	25 Chippewa Rd.	692-2039

PLANNING BOARD*5 members (five-year terms) Elected*

Peter Fletcher	51 Concord Rd.	692-6564	5/83	5/03
Michael Green	11 Hidden Valley Road	692-2797	5/99	5/04
Marguerite Jungbluth	10 Brookview Dr.	692-7277	5/95	5/00
Thomas Mossdrop	25A Phillips Dr.	692-6091	5/99	5/04
Andrea Peraner-Sweet, Chair	21 Kirsi Circle	692-7399	5/97	5/02

POLICE FACILITIES BUILDING COMMITTEE*(Appointed by BOS, as needed; no expiration of terms)*

James Cook	85 Parkhurst Drive	692-0244	7/96
Lee England	91 Old Lowell Rd.	692-4707	7/96
James Gozzo	9 Carolina Lane	692-7996	7/96
Robert Herrman	101 Concord Rd.	392-9181	7/96
Bette Hook	125 Carlisle Rd.	692-8355	7/96
John Hughes	11 Chippewa Rd.	692-3967	7/96
Hugh Maguire	127 Cold Spring Rd.	692-8612	7/96
Paul Murray (non-voting)	12 Wilshire Rd.	692-2763	7/96
Chief Robert Welch	Police Department	692-2161	7/96
Glenna Jayne Yeuell	65 Tadmuck Rd.	692-1440	7/96

RECREATION COMMISSION*********9 members (two-year terms) Appointed by Town Manager*

Elizabeth Ahern	12 Court Rd.	692-2107	10/93	6/00
Bill Barnett	5 Crusade Rd.	692-4269	5/99	6/01
Marc Herrman	101 Concord Rd.	692-2974	7/98	6/01
Thomas McEnaney	Police Department	692-2161	7/98	6/01
Kevin McCann	1 Thistle Lane	692-2156	7/00	6/02
Michael Perron	Police Department	692-2161	7/98	6/01
Cliff Rockwood	14 Orchard St.	392-0788	7/99	6/01
Robert Welch, Chair	Police Department	692-2161	7/98	6/02
Rose McGrath Thoman, Recreation Director		692-5532		

RECYCLING COMMISSION

Appointed by Town Manager

William Beck	24 Tadmuck Rd.	692-9354	10/98
Gerry DiBello, Chair	6 Court Rd	692-9317	9/89
Joyce Demers	4 Phillips Drive	392-9077	5/99
Elizabeth Sawyer	4 Cherry Lane	692-0314	4/99
Kenneth Teal	3 Beaver Dam	392-782	11/96

REGISTRARS OF VOTERS

2 members, Appointed by Town Manager

Philip McGee, Dem.	392-9498	8/95	6/00
Wilbert Vaughn, Rep.	692-8618	3/82	6/01
Nancy Oakes	692-4686	7/98	6/02

ROUDENBUSH COMMUNITY CENTER COMMITTEE

(three-year terms)

Appointed by Town Manager

Karen Basinas	21 Tyngsboro Rd.	392-4535	10/96	6/02
Karen Benway, Vice-Chair	2 Rooks Way	692-2179	3/95	6/02
Peg Blanchard	18 Boston Rd.	692-8933	7/93	6/02
Timothy Butler	3 Wayne Rd	692-7122	5/88	6/00
Peter Coe	41 Elm Rd.	392-1977	2/99	6/01
Beth Cohan	28 Fletcher RD.	692-9598	6/97	6/00
Nancy DiMaggio	323 Pine Hill Rd.	692-0722	4/97	6/02
Angela Harkness	15 Castle Rd.	692-3948	3/97	6/00
Jim Passios	7 Ward Hill Rd.	392-0626	6/98	6/01
Charlotte Scott	36 Boston Rd.	692-6230	6/97	6/00
Jayne Stafstrom	9 Tallard Rd.	692-9285	6/97	6/00
Bob Waskiewics	4 Leyland Rd.	392-0408	6/98	6/01
Denny Wood, Chair	122 Depat St.	692-3128	6/98	6/01

SCHOOL COMMITTEE (three-year terms)

Elected

7 members

Lee England, Chair	91 Old Lowell Rd.	692-4707	5/96	5/99
Sharon Boonstra	13 Alcorn Crossing	692-5725	5/94	5/00
Teresa Herrick	1 Shipley Circle	392-9559	5/98	5/01
Susan Flint	7 Swanson Dr.	692-6816	5/95	5/01
Linnea Flint	4 Beaver Brook Rd.	692-3175		5/00
Tim Martin	17 Oak Hill Rd.	692-3614	5/97	5/00
Margaret Murray	11 Sassafras Rd.	692-4450	5/99	5/02

SELECTMEN (three-year terms)

Elected

5 members

Dini Healy-Coffin, Chair	2 Ward Hill Rd.	692-2804	5/96	5/02
Michael Ingalls	23 Gould Rd.	692-4403	5/97	5/00
Robert Jefferies, Vice-Chair	11 Boston Rd.	692-4471	5/98	5/01
Elaine McKenna, Clerk	58 Newport Dr.	692-8332	5/99	5/02
Jack Wrobel	13 Monadnock Rd.	692-2975	5/92	5/01

SIDEWALK MASTER PLAN*? members (three-year terms) Appointed by Board of Selectmen*

Karen Hudson	36 Carlisle Rd	9/99	9/00
Elaine McKenna	58 Newport Drive	10/99	9/00
Charlotte Scott	36 Boston Rd., PO Box 444	10/99	9/00
Robert Soucier	88 Plain Rd. 692-2663	9/99	9/00

STONY BROOK MASTER PLAN SUB-COMMITTEE Stop*16 members (one-year term) Appointed by Planning Board and BOS*

Paul Alphen	692-9715	10/98	10/99
Chip Barrett	692-5520	10/98	10/99
Andy Brunelle	692-3405	10/98	10/99
Karen Campbell	692-3634	10/98	10/99
Bill Coakley	692-3122	10/98	10/99
Dini Healy-Coffin	692-2804	10/98	10/99
Paul Davies	692-4485	10/98	10/99
Jean Drula	692-2077	10/98	10/99
Paul Eichten	692-1225	10/98	10/99
George Fletcher	692-6288	10/98	10/99
Sandra Habe	692-5532	10/98	10/99
Mark Hamel	692-5520	10/98	10/99
Mike Ingalls	692-4403	10/98	10/99
Patti Mason	692-5511	10/98	10/99
Gaylord McCarthy	692-7673	10/98	10/99
Christine Pude	692-3808	10/98	10/99

TAX POSSESION SALE COMMITTEE*3 members (three-year terms) Appointed by Town Manager*

A. Justin McCarthy, Esq.	8 Wheeler Lane	692-2662	2/99	6/00
Norman Nesmith	233 Concord Rd.	692-8486		?
<vacancy>				

TOWN FOREST COMMITTEE*2 members (one-year terms) Appointed by Town Manager*

Richard Barrett	692-5520	7/99	6/00
Carlton Rooks	692-5500	7/99	6/00

BOARD OF WATER COMMISSIONERS*3 members (three-year terms) Appointed by Town Manager*

Harold Fletcher, Sr.	692-8321	7/96	6/02
Walter Marcella, Chair	692-7858	7/97	6/00
Leslie Thomas	692-2612	7/98	6/01

Board of Selectmen

The Board of Selectmen is pleased to submit its report for the calendar year ending December 31, 1999.

The Annual Town Election on May 4th saw Dini Healy-Coffin re-elected for her second term and Elaine McKenna to her first term. The reorganization of the Board resulting with Dini Healy-Coffin elected as Chair with Bob Jefferies as Vice Chair and Elaine McKenna Clerk. Hal Schreiber completed his third term and the town honored him at the Annual Town Meeting for his many years of dedication to Westford with a Certificate of Appreciation and a chair displaying the Town of Westford Seal. Thank you Hal for all the time that you gave to the Town.

At the beginning of the year the Board began the process of recruiting a new Town Manager to replace Glenn Fratto while Madonna McKenzie served as Interim Town Manager. After several months, the Board appointed Steve Ledoux, then Town Manager in Sudbury, MA to succeed Glenn.

Despite Former Town Manager Glenn Fratto's departure, Interim Town Manager Madonna McKenzie capably developed the Annual Town Warrant. Once again, Annual Town Meeting validated the incredible effort put forth by the many volunteers and town employees by passing the budget this spring. The Townspeople also approved A&E funding for several new K through 8 schools as well as funding the Conservation Commission with 50,000.00 for future open space acquisitions.

Efforts to control growth were supported at the Fall Town Meeting when the Town voted to purchase 24 acres of the Hill Apple Orchard for 1.15 Million. The Hill Orchard contains several apple and peach trees and will remain an orchard.

The Police Department moved into their bright new facility, located behind the town hall in Westford Center in December. Thank you to the many volunteers on the Police Building Committee.

Westford's population continues to rapidly grow and pour hundreds of school children into the school system. Westford Academy gained a large addition and the original building is presently being completely renovated. The demand on other Town services also continues to grow. The Town will be building several new schools, a new fire sub station and a highway garage over the next several years.

We also want to thank all of our municipal and school employees who provide residents and students terrific service.

The Board appointed many individuals to various committees. We express our sincere appreciation to the many volunteers who continue to put in countless hours of service to preserve the character of Westford. We also would like to say "thank you" to their

families who sacrifice many hours of "family time" to allow these volunteers to serve the Town.

Respectfully submitted,

Dini Healy-Coffin, Chair
Robert Jefferies, Vice Chair
Elaine McKenna, Clerk
Michael Ingalls
John E. Wrobel, Jr.

TOWN WESTFORD

Steve Ledoux, Town Manager



Citizens of Westford:

The last year of the century was a period of great change, both in physical expansion of the Town's municipal facilities, as well as, its political composition. 1999 was dominated by large municipal facility construction and planning projects, including the beginning of the Westford Academy expansion, the construction of the new Police Station facility, and the design and engineering of a new Fire Station at Town Farm Road & a cemetery off Forge Village Road. Politically, Westford saw a change in Town Managers with Glenn Fratto's departure in January and my arrival in early October. Additionally, after 11 years of service on the Board of Selectmen, Hal Schreiber was unseated by political new comer Elaine McKenna. These events were indicative of the changing economic and social composition of Westford and also demonstrated its ability to adjust accordingly.

The strength of the economy and the unprecedented real estate market compelled Westford to become increasingly aggressive in its proactive planning. During 1999, Westford, through its Board of Selectmen and Planning Board, established a record number of sub-committees to provide master plans for a wide range of Town issues. This effort resulted in the establishment of master plans for Route 110, Town-wide sidewalks, the expansion of the Jack Walsh recreation fields, public improvements along Route 40, and the expansion of the Tadmuck Senior Housing facility. Most notably, however, the Selectmen and the Planning Board established the Stony Brook Center Master Plan Committee to review and make a recommendation on the use and allocation of an approximately 150 acre, Town-owned set of properties located off Groton Road. This important effort is anticipated to be completed in time for action at the '2000 Annual Town Meeting and will potentially include the placement of a new middle school, a Town Hall annex, affordable housing, multiple recreation fields & hard courts, and open space for the protection of the sensitive Stony Brook aquifer.

At the Annual and Special Town Meetings, the residents of Westford voted to approve a \$47,745,108.00 budget, purchase the Hill Orchard for \$1,150,000.00, establish new Zoning regulations for an Assisted Living Bylaw, and appropriate funding for architectural and engineering design work for a new Highway Garage facility. Westford residents also voted in a special election, held on November 9, to approve a debt exclusion for \$250,000.00 for the design of a new school facility to meet the K-8 needs of the Town.

It has become apparent that growth-related issues will continue to dominate the Town's agenda as it has over the last 15-20 years. Pressures generated from the prominence of Westford as a top residential and business location are expected to continue into the early part of the next century and will result in increasing demands being placed on our limited resources. The management of these valuable and limited resources is what I see to be the most pressing issue for the next 4-5 years. With the anticipated need for additional schools, a new Highway Garage facility, expanded recreation fields, a new Town Hall building, and the on-going acquisition of valuable open space, proper resource management will be of critical importance. I have great faith, however, that the combined work of the Town's staff, Boards, and volunteers will provide the foundation for a successful and bright future for our community.

I look forward to assisting the Town in meeting the challenges of its exciting future and working closely with the talented and dedicated team of staff, volunteers, and elected officials. Our work sometimes seems daunting, but its results will help create a higher sense of community. As Henry Wadsworth Longfellow once said "whene'er a noble deed is wrought, whene'er is spoken a noble thought, our hearts in glad surprise, to higher levels rise."

Sincerely,

Steven L. Ledoux

WESTFORD 2000 – A PEACEABLE COMMUNITY

PURPOSE: The purpose of this memorandum is to describe the goals of the Peaceable Community Committee and to outline the path forward in obtaining its objectives. The Committee is a group of community leaders and residents who came together to support and promote activities that create respect and harmony among the people who live and work in Westford.

VISION: Westford is a peaceable community built on respect, pride, and responsibility for ourselves, for each other, and for the environment.

MISSION: Support a community-wide conversation on ways Westford residents can demonstrate more respect for people and the environment.

DESCRIPTION: This work began in 1997 as the Peaceable Schools initiative. A group of concerned leaders and residents, principally associated with the schools, met to discuss what could be done to promote a peaceable atmosphere within Westford. They decided to actively sponsor programs. To publicize the effort, a contest was held for a logo design. The winning logo was placed on the recycle bins distributed to every home. Programs were held but, unfortunately, they were not sufficiently visible as being part of the peaceable community initiative.

In the spring of 1999, School Superintendent John Crisafulli invited members of various organizations to meet to reinvigorate the Peaceable Community activities. This was partially in response to the Emerson Hospital 1998 Youth Risk Behavior Study. In parallel, another group of parents and teachers were planning the annual school leadership program to be held in fall 1999. Recognizing they had similar goals, the groups met collectively and formed a vision for “Westford 2000 – A Peaceable Community”.

The Committee plans to act as an umbrella group: enhancing the community-wide conversation and encouraging and promoting other group activities as they are planned and held in Westford. Realizing that this cannot be a one-time effort, the outlook is for a continuing effort to span at least two years into the 21st century. The Annual School Leadership Program (formerly, the Rodeo), held on October 13th, kicked off the peaceable community efforts. Our goals are as follows. For further details, please contact Emily Welch, 692-5677, or see our web site:

GOALS:

1. Enhance community-wide conversation and action on ways Westford residents can demonstrate respect and take greater responsibility for ourselves, others, and the environment.
2. Maximize community resources, reduce duplication of effort and calendar conflicts.
3. Increase Westford's focus on strengthening relationships between our youth and caring adults across the community – providing a variety of safe support systems and resources.
4. Create greater community awareness and focus, balancing community needs with individual needs.
5. Promote a community expectation regarding acceptable behavior within Westford.
6. Demonstrate respect, understanding, and inclusion for all forms of diversity.
7. Encourage and promote activities and resources of Westford groups in achievement of the Mission, including but not limited to activities that
 - enhance communications and listening skills
 - assist with coping skills
 - support non-threatening and confidential assistance with personal problems
8. Increase the number of incidents of respect by promoting recognition of them (“random acts of kindness”).
9. Identify and chronicle activities promoting a peaceable community.
10. Establish measures of effectiveness for the success of the Peaceable Community initiative.

Special Town Meeting Resolution (Adopted December 6, 1999)

Whereas the Town of Westford is growing rapidly with many new diverse families joining our community; and

Whereas the Westford School Department has recognized a need for enhancing a safe and supportive learning environment; and

Whereas the 1998 Emerson Hospital Youth Risk Behavior Survey identified areas where additional resources are needed to assist families in addressing stress; and

Whereas Westford organizations are providing resources and programs to meet these challenges; and

Whereas a group of community leaders and residents have come together to promote a community-wide conversation on ways Westford residents can demonstrate respect and inclusiveness; and

Whereas the Board of Selectmen and the School Committee have endorsed the “Westford 2000 – A Peaceable Community” initiative;

Therefore, be it resolved that the Special Town Meeting endorses Westford as a peaceable community built on respect, pride and responsibility for ourselves, for each other, and for the environment. In doing so, the Special Town Meeting encourages Westford Town boards, committees, commissions, staff and non-government organizations to establish environments and to create programs which are supportive, neighborly and participatory in order to further enhance the level of civility, understanding, respect and inclusiveness within Westford.

FINANCE COMMITTEE REPORT 1999 ANNUAL REPORT

The Finance Committee is comprised of nine volunteer residents appointed by the Town Moderator to three-year overlapping terms that coincide with the fiscal calendar. The primary function of the Committee is to make recommendations to Town Meeting regarding financial matters.

Interim Town Manager Madonna McKenzie developed the Fiscal Year 2000 budget with input from various town employees. The Finance Committee made recommendations upon the Town Manager's budget and Town Meeting approved a balanced budget for fiscal year 2000. Town Meeting appropriated \$1,000,000 to the Stabilization account funded from free cash.

The Finance Committee spent the typically slow summer months updating the Town by-law that defines the Finance Committee and its role in Town Government. The Committee invited residents to Committee meetings to discuss what they thought the role of the Finance Committee should be.

Using the information gathered at the summer meetings and using the Town Charter as a guide, the Finance Committee updated article 22 of the Town of Westford by-laws to reflect the current operations of the Committee. At the special Town Meeting in the fall, the Finance Committee put forth the updated by-law and it was adopted unanimously.

Prior to the fall Special Town Meeting a special election was held and the voters approved a debt exclusion for the construction of new middle and elementary school complexes. The Finance Committee supported funding these two projects.

Also at the fall Special Town Meeting, the Finance Committee moved to dismiss articles funding the stabilization account and using free cash to reduce the tax rate, since free cash had not yet been certified. By doing this, the Finance Committee was effectively offering the residents a tax break of approximately 2%. Town Meeting voted to dismiss both articles. This vote left \$500,000 of available tax levy unappropriated.

During the second night of the fall Special Town Meeting it was voted to appropriate the \$500,000 of available tax levy for the purchase of the Hill Apple Orchard. Town Meeting approved this action against the recommendation of both the Finance Committee and the Board of Selectmen.

During the summer several people left the Finance Committee and the Town Moderator appointed new members. The Committee would like to thank Bob Harlow, Claire Withee and Gaylord McCartney for their years of dedicated service as members of the Finance Committee and we wish them well in the future.

Respectfully submitted,

Westford Finance Committee

Jim Sullivan, Chairman
David Keele, Vice Chairman
Paul Murray, Secretary

Liz Adams
Judy Culver
Jeanne Drula

Dorothy Hall
Bob McKusker
Bob Shaffer



Town of Westford

Finance Department
55 Main Street
Westford, Massachusetts 01886

**Honorable Board of Selectmen
Town of Westford
Massachusetts 01886**

Honorable Selectmen:

In accordance with the requirements of the Massachusetts General Laws, the Annual Financial Report of the Town Accountant for the Town of Westford, for the fiscal year ended June 30, 1999 is herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations. Disclosures necessary to enable the reader to gain an understanding of the Town's financial affairs have been presented. Included are schedules on debt issuance and servicing, trust and agency activity, and a detail listing of revenue and expenditures for fiscal year 1999.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue. The same information was used to prepare Schedule A.

An audit of the Town's financial records by Melanson, Greenwood and Company, P.A., Certified Public Accountants has been completed and the results of that audit are available in my office for public inspection. The books of the Town are also open for public inspection during normal business hours.

Respectfully Submitted,

**Frank H. Messer
Finance Director**

**TOWN OF WESTFORD
ANALYSIS OF ESTIMATED RECEIPTS
FOR FISCAL YEAR ENDING JUNE 30, 1999**

DESCRIPTION	ACTUAL F.Y. 1998	ESTIMATED F.Y. 1999	ACTUAL F.Y. 1999	EXCESS OR (DEFICIT)
REAL & PERS TAXES (Net):	25,018,292	28,201,235	28,220,146	18,911
STATE CHERRY SHEET:	5,976,945	7,446,962	7,437,461	(9,501)
LOCAL RECEIPTS:				
Payment In Lieu	32,783	30,000	33,120	3,120
Motor Vehicle Excise	2,082,188	2,000,000	2,086,020	86,020
Other Excise	0	0	0	0
Penalty & Interest	79,828	75,000	84,055	9,055
Fees	184,374	280,000	198,329	(81,671)
Dept Rev - Cemetery	9,650	9,000	10,400	1,400
Dept Rev - Other	113,533	55,000	55,584	584
Licenses & Permits	432,182	510,000	407,043	(102,957)
Special Assessments	23,472	30,000	57,480	27,480
Fines & Forfeits	36,558	18,000	34,477	16,477
Investment Income	378,027	298,248	925,966	627,718
Other Non-Recurring	97,111	183,766	183,766	0
Hotel/Motel Excise	185,725	180,000	229,613	49,613
TOTAL LOCAL RECEIPTS	3,655,431	3,669,014	4,305,853	636,839
TOTAL GENERAL FUND	34,650,668	39,317,211	39,963,460	646,249
WATER FUND	1,963,928	1,900,000	1,980,527	80,527
TOTAL RECEIPTS	\$36,614,596	\$41,217,211	\$41,943,987	\$726,776

**TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1999**

GENERAL FUND REVENUE (FUND 0100)

Taxes (Net of Refunds)

Real Estate 1999	27,495,464	
Real Estate 1998	130,254	
Real Estate 1997	34,200	
Real Estate Prior Years	18,329	

Total Real Estate	<hr/>	27,678,247
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Personal Property 1999	558,294	
Personal Property 1998	(11,094)	
Personal Property 1997	(5,225)	
Pers Prop Prior Years	(76)	

Total Personal Property	<hr/>	541,899
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Total Taxes		<hr/> 28,220,146 <hr/>
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In Lieu Of Taxes		<hr/> 33,120 <hr/>
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Tax Title		<hr/> 133,151 <hr/>
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Motor Vehicle Excise

Motor Vehicle Excise 1999	1,758,178	
Motor Vehicle Excise 1998	311,453	
Motor Vehicle Excise 1997	10,153	
Motor Vehicle Excise Prior Years	6,236	

Total Motor Vehicle	<hr/>	2,086,020
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Penalties & Interest

Real & Personal Property	74,023	
Motor Vehicle Excise	10,032	

Total Penalties & Interest	<hr/>	84,055
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Charges For Services

Fees - Cable Franchise	0	
Fees - Dog Officer	662	
Fees - Conservation	699	
Fees - Planning Board	54,517	
Fees - Zoning Board	5,281	
Fees - Maps & Data	516	

**TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1999**

Fees - Lien Certificates	48,195	
Fees - Registry M.V.	59,830	
Fees - Town Clerk	16,883	
Fees - Tax Redemption Charges	196	
Fees - Demands	11,550	
Total Fees		198,329
Departmental Revenue		
Departmental - School		
Departmental - Cemetery	10,400	
Departmental - Police	24,716	
Departmental - Fire	133	
Departmental - Restitution to Town	331	
Departmental - Other	30,404	
Total Departmental		65,984
Total Charges For Service		264,313
Licenses and Permits		
Common Victuals License	3,925	
Alcohol Beverage License	38,385	
Class II License	50	
One Day License	4,700	
Dog License	405	
Total Licenses		47,465
Gas Storage Permits	1,335	
Police Firearm Permits	975	
Fire Smoke Detector	3,760	
Fire Alarm	2,100	
Oil Burner Installation	150	
Blasting	340	
Sprinklers	230	
Plumbing Permits	85,624	
Building Permits	182,659	
Gas Permits	19,475	
Wiring Permits	43,842	
Other Building Permits	5,892	
Board of Health Permits	12,365	
Other B.O.H. Permits	831	
Total Permits		359,578
Total Licenses & Fees		407,043

**TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1999**

Non-Recurring Revenue

Additional Lottery Receipts	118,966
Electric Company Personal Property	64,800

Total Non-Recurring	183,766
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Hotel/Motel Excise	229,613
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Revenue from State - Cherry Sheet

Abatements to Elderly/Vets/Spouse	41,446
Additional Assistance	1,126,887
Chap 70 School Aid	3,833,110
Lottery, Beano & Charity	1,046,533
Tuition State Ward	21,695
Charter School	11,153
Highway Funds	106,670
Pupil Transportation	176,696
School Construction	1,073,271

Total State Cherry Sheet	7,437,461
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Fines & Forfeitures

District Court	28,272
Parking Fines	1,840
Other	4,365

Total Fines & Forfeiture	34,477
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Special Assessments

Added To Tax 1999	14,560
Added To Tax Prior Years	34,345
Committed Interest 1999	4,850
Committed Interest Prior Years	3,725

Total Special Assessments	57,480
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Investment Income

Interest of Investments	835,147
Interest Escrow	4,609
Interest on Savings	21,645
Interest Tax Titles	62,802
Interest Cem Sale of Lots	1,763

Total Investment Income	925,966
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TOTAL GENERAL FUND REVENUES	\$40,096,611
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TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1999

Final 10/22/99

Function/Department	Balance Carryforward 6/30/98	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/99
Gen Govt/Selectman		24,331.00		17,500.00	41,831.00	31,088.77	10,742.23	
Gen Govt/Town Manager	5,000.00	148,445.00		34,170.00	187,615.00	181,696.57	5,918.43	
Gen Govt/Fin Comm		8,000.00			8,000.00	5,359.04	2,640.96	
Gen Govt/Fin Reserve Fund		92,000.00		(82,950.00)	9,050.00		9,050.00	
Gen Govt/Finance		96,224.00		3,274.26	99,498.26	99,475.27	22.99	
Gen Govt/Town Accountant		110,133.00		2,407.72	112,540.72	111,401.68	164.04	975.00
Gen Govt/Assessors	22,707.80	233,638.00			256,345.80	252,549.30	0.00	3,796.50
Gen Govt/Collector		133,556.00		28.40	133,584.40	126,265.67	7,318.73	
Gen Govt/Legal Services		66,500.00			66,500.00	66,499.96	0.04	
Gen Govt/Personnel		140,750.00	18,054.00	(122,058.90)	36,745.10	36,557.83	187.27	
Gen Govt/Technology	4,681.80	111,000.00		6,500.00	122,181.80	117,342.82	192.98	4,646.00
Gen Govt/Town Clerk		102,529.00		4,300.00	106,829.00	104,398.35	99.10	2,331.55
Gen Govt/Tn Hall Cmplx		115,650.00		8,750.00	124,400.00	124,165.12	234.88	
Gen Govt/Centrex Phone Sys		21,000.00		23,000.00	44,000.00	(29,810.56)	0.00	73,810.56
Total General Gov't	32,389.60	1,403,756.00	18,054.00	(105,078.52)	1,349,121.08	1,226,989.82	36,571.65	85,559.61
Con&Dev/Conserv Commission		45,011.00	17,000.00	12,502.26	74,513.26	74,369.06	144.20	
Con&Dev/Planning		94,824.00			94,824.00	94,820.12	3.88	
Con&Dev/Zoning Board		4,000.00			4,000.00	3,996.63	3.37	
Con&Dev/Cable T.V. Com		500.00			500.00	(1,564.61)	2,064.61	
Con&Dev/Industrial Comm		2,000.00			2,000.00	0.00	2,000.00	
Total Con&Dev	0.00	146,335.00	17,000.00	12,502.26	175,837.26	171,621.20	4,216.06	0.00
Pub Sfty/Police		2,216,203.00		42,748.73	2,258,951.73	2,258,949.93	1.80	
Pub Sfty/Fire	125,000.00	1,350,965.00		70,011.76	1,545,976.76	1,490,407.00	26,156.18	29,413.58
Pub Sfty/By Law Enforcement		13,572.00			13,572.00	13,086.58	485.42	

TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1999

Final 10/22/99

Function/Department	Balance Carryforward 6/30/98	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/99
Cultr&Rec/Recreation		104,362.00		2,298.32	106,660.32	81,924.48	423.84	24,312.00
Cultr&Rec/Hist/Museum	14,200.00	30,000.00			44,200.00	43,692.00	508.00	
Cultr&Rec/Comm Centr		30,000.00		3,174.26	33,174.26	33,414.24	(239.98)	
Cultr&Rec/Memorial Dy		2,500.00			2,500.00	2,244.16	0.00	255.84
Total Cultural & Recreation	14,200.00	1,030,394.00	0.00	5,501.23	1,050,095.23	987,293.06	10,533.75	52,268.42
Debt Ser/ Prin & Int		4,643,800.00	500,507.50	(144,640.00)	4,999,667.50	5,009,534.17	(9,866.67)	
Total Debt Service	0.00	4,643,800.00	500,507.50	(144,640.00)	4,999,667.50	5,009,534.17	(9,866.67)	0.00
Unclass/ Pension	11,757.00	750,621.00	196,728.00		959,106.00	959,106.00	0.00	
Unclass/ Cmpr Insur		90,613.00		15,000.00	105,613.00	86,320.21	19,292.79	
Unclass/ Other		184,970.00		39,640.00	224,610.00	243,902.79	(19,292.79)	
Unclass/ Grp Health		1,093,790.00	25,313.00		1,119,103.00	1,119,103.00	0.00	
Total Unclassified	11,757.00	2,119,994.00	222,041.00	54,640.00	2,408,432.00	2,408,432.00	(0.00)	0.00
TOTAL GENERAL FUND	257,516.32	37,320,534.00	1,478,504.50	(0.00)	39,056,554.82	38,712,724.39	13,912.49	329,917.94
Pub Works/Water	0.00	1,371,025.00			1,371,025.00	1,244,949.06	126,075.94	
Pub Works/Capital	422,794.82	428,975.00	150,000.00		1,001,769.82	313,183.86	140,234.53	548,351.43
TOTAL WATER FUND	422,794.82	1,800,000.00	150,000.00	0.00	2,372,794.82	1,558,132.92	266,310.47	548,351.43
TOTAL	680,311.14	39,120,534.00	1,628,504.50	(0.00)	41,429,349.64	40,270,857.31	280,222.96	878,269.37

TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1999

Final 10/22/99

Function/Department	Balance Carryforward 6/30/98	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/99
Pub Sfty/Bldg Inspector		142,909.00		3,436.72	146,345.72	144,981.98	1,363.74	
Pub Sfty/Sealer Weights	400.00	400.00			800.00	249.57	50.43	500.00
Pub Sfty/Civil Defense		7,000.00			7,000.00	6,987.55	12.45	
Pub Sfty/Animal Control		32,247.00		500.00	32,747.00	32,747.00	0.00	
Pub Sfty/Tree Warden		39,000.00			39,000.00	26,952.75	12,047.25	
Total Public Safety	125,400.00	3,802,296.00	0.00	116,697.21	4,044,393.21	3,974,362.36	40,117.27	29,913.58
Educ/School Dept		20,132,369.00	712,076.00		20,844,445.00	20,844,353.50	91.50	
Educ/NVTHS Assessment		550,186.00	26.00		550,212.00	550,212.00	0.00	
Educ/Capital		0.00			0.00		0.00	
Total Education	0.00	20,682,555.00	712,102.00	0.00	21,394,657.00	21,394,565.50	91.50	0.00
Pub Wk Hwy/Hwy Admin	20,659.00	1,518,194.00		34,429.82	1,573,282.82	1,542,425.10	17,857.72	13,000.00
Pub Wk Hwy/Grnds Mnt	25,755.52	94,200.00			119,955.52	137,813.24	(17,857.72)	
Pub Wk Hwy/Cemetery	849.96	14,750.00			15,599.96	15,599.96	0.00	
Pub Wk Hwy/Snow & Ice		272,600.00		24,000.00	296,600.00	389,354.88	(92,754.88)	
Pub Wk Hwy/Solid Waste	25,292.00	1,196,138.00			1,221,430.00	1,108,538.67	0.00	112,891.33
Total Pub Wk Highway	72,556.48	3,095,882.00	0.00	58,429.82	3,226,868.30	3,193,731.85	(92,754.88)	125,891.33
Hlth&Hum/B.O.H. Enviro Serv		123,719.00			123,719.00	104,840.04	18,878.96	
Hlth&Hum/B.O.H. Inspectors		8,000.00			8,000.00	5,100.00	2,900.00	
Hlth&Hum/B.O.H. Nursing Serv		60,735.00			60,735.00	57,766.79	2,968.21	
Hlth&Hum/Senior Center	1,213.24	87,328.00			88,541.24	52,255.94	0.30	36,285.00
Hlth&Hum/Cncil Aging		85,740.00	8,800.00	1,948.00	96,488.00	96,231.66	256.34	
Total Hlth&Hum Service	1,213.24	365,522.00	8,800.00	1,948.00	377,483.24	316,194.43	25,003.81	36,285.00
Veterans Services		30,000.00			30,000.00	30,000.00	0.00	
Total Veterans Services	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00
Cultr&Rec/Library		863,532.00		28.65	863,560.65	826,018.18	9,841.89	27,700.58

TOWN OF WESTFORD
LONG TERM DEBT SCHEDULE
JUNE 30, 1999

PURPOSE AND ORIGINAL AMOUNT	ISSUE DATE	RATE	BEGINNING BALANCE 07/01/98	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BALANCE 06/30/99	INTEREST THIS YEAR
A&E Academy Addition 125	04/15/95	5.00	75,000.00		25,000.00	50,000.00	3,750.00
Academy A & E 1,800	10/01/96	4.66	1,440,000.00		360,000.00	1,080,000.00	58,680.00
Roofs/Betterment/Class 908	10/15/95	5.43	700,000.00		100,000.00	600,000.00	35,175.00
A&E Rec/Tn, Sch Cp Equip 886	12/01/94	6.23	435,000.00		145,000.00	290,000.00	22,500.00
Nab Roof/Bridge/Sn 335	04/15/94	4.80	67,000.00		67,000.00	0.00	3,584.50
Land Acquisition 1,275	07/15/93	3.70	700,000.00		140,000.00	560,000.00	27,860.00
Fire Station Construction 1,600	12/15/98	4.17	0.00	1,600,000.00		1,600,000.00	
Midle School Cnst (Supl) 135	07/15/93	3.70	75,000.00		15,000.00	60,000.00	2,985.00
Day Classrm Conversion 33	06/30/97	6.00	24,000.00		6,000.00	18,000.00	1,440.00
Day Classrm Conversion 150	12/29/97	4.00	150,000.00		30,000.00	120,000.00	5,940.00
Abbot/Day Classrm Conversion 865	12/15/98	4.19	0.00	865,000.00		865,000.00	
Cemetery Construction 200	12/15/98	4.09	0.00	200,000.00		200,000.00	
Drew Land Acquisition 175	12/15/98	4.17	0.00	175,000.00		175,000.00	
Sanitary Landfill 1,100	06/15/89	6.50	110,000.00		110,000.00	0.00	7,260.00
Library Addition 2,280	05/19/87	6.425	600,000.00		150,000.00	450,000.00	34,050.00
Drew Land Acquisition 175	06/30/97	6.00	136,000.00		34,000.00	102,000.00	8,160.00
Drew Land Acquisition 175	12/29/97	4.40	175,000.00		35,000.00	140,000.00	6,930.00
Pickings Acquisition 1,200	05/15/98	4.52	1,200,000.00		120,000.00	1,080,000.00	57,300.00
Middle School Const 8,700	10/15/90	6.80	3,625,000.00		725,000.00	2,900,000.00	229,100.00
Midle School Cnst (Rf) 5,650	07/15/93	4.00	6,350,000.00		75,000.00	6,275,000.00	329,610.00
Water Storage Tank 290	12/29/97	4.40	290,000.00		60,000.00	230,000.00	11,440.00

TOWN OF WESTFORD
LONG TERM DEBT SCHEDULE
JUNE 30, 1999

PURPOSE AND ORIGINAL AMOUNT	ISSUE DATE	RATE	BEGINNING BALANCE 07/01/98	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BALANCE 06/30/99	INTEREST THIS YEAR
Dept Equipment - Hwy 150	12/29/97	4.40	150,000.00		30,000.00	120,000.00	5,940.00
Water Pumping Station 600	10/01/96	5.10	560,000.00		40,000.00	520,000.00	27,080.00
Nabnasset Sch Const 5,400	10/01/96	5.22	5,115,000.00		285,000.00	4,830,000.00	254,535.00
Nabnasset A & E 300	10/01/96	4.63	225,000.00		75,000.00	150,000.00	8,700.00
Police Station A & E 375	10/01/96	4.66	300,000.00		75,000.00	225,000.00	12,225.00
Police Station Const 230	12/29/97	4.40	230,000.00		45,000.00	185,000.00	9,130.00
Police Station Const 5,070	05/15/98	4.52	5,070,000.00		510,000.00	4,560,000.00	242,207.50
Day Land Acquisition 545	10/01/96	5.09	505,000.00		40,000.00	465,000.00	24,275.00
Police/Fire Equipment 36	10/01/96	4.67	30,000.00		5,000.00	25,000.00	1,285.00
Highway Dept Equipment 184	10/01/96	4.65	140,000.00		40,000.00	100,000.00	5,585.00
Senior Center Paving 30	10/01/96	4.67	25,000.00		5,000.00	20,000.00	1,050.00
School Computers 30	10/01/96	4.67	25,000.00		5,000.00	20,000.00	1,050.00
Temporary Debt							356,475.61
Issue Costs							18,904.00
TOTAL			28,527,000.00	2,840,000.00	3,352,000.00	28,015,000.00	1,814,206.61

Town of Westford
Expendable & Non Expendable Trusts
June 30, 1999

NON EXPENDABLE TRUST	BEGINNING BALANCE	INTEREST	REVENUE----- CONTRIBUTIONS	OTHER	EXPENDITURES	ENDING BALANCE
Cemetery Perpetual Care	188,394.50		6,150.00		1,150.00	193,394.50
Charles Colburn Cem	1,500.00					1,500.00
William Wright Cem	5,000.00					5,000.00
Lyman Wilkins Cem	1,413.11					1,413.11
J.H. Fletcher Cem	1,500.00					1,500.00
Alonzo Reed Cem	1,500.00					1,500.00
Metcalf & Soldiers Cem	1,300.00					1,300.00
Library Book Fund	13,000.00					13,000.00
Library Lecture Fund	30,000.00					30,000.00
All Purpose Fund	17,347.58					17,347.58
Library Trustee	58,354.35					58,354.35
Ellen Rainville Education	10,000.00					10,000.00
Whitney Tree	2,500.00					2,500.00
Whitney Playground	10,000.00					10,000.00
TOTAL NON EXPENDABLE	341,809.54	0.00	6,150.00	0.00	1,150.00	346,809.54

Town of Westford
Expendable & Non Expendable Trusts
June 30, 1999

EXPENDABLE TRUST	BEGINNING BALANCE	INTEREST	REVENUE CONTRIBUTIONS	OTHER	EXPENDITURES	ENDING BALANCE
Stabilization	607,596.88	3,179.00	1,250,000.00		140,000.00	1,720,775.88
Health Insurance Trust	105,472.18	4,772.20	2,225,334.07		2,232,804.84	102,773.61
Cemetery Perpetual Care	33,837.04	9,908.80			6,147.50	37,598.34
Charles Colburn Cem	2,116.46	161.61				2,278.07
William Wright Cem	9,197.11	634.45				9,831.56
Lyman Wilkins Cem	3,152.38	204.02				3,356.40
J.H. Fletcher Cem	1,420.53	130.52				1,551.05
Alonzo Reed Cem	4,498.05	268.05				4,766.10
Metcalf & Soldiers Cem	6,299.39	339.60				6,638.99
Library Book Fund	1,202.42	540.91				1,743.33
Library Lecture Fund	2,269.26	1,522.81			3,026.71	765.36
All Purpose Fund	1,070.56	893.98			493.41	1,471.13
Library Trustee	1,773.88	2,867.75	835.25		2,646.03	2,830.85
J.V. Fletcher Library	87,026.80	4,833.04	21,954.91		7,916.02	105,898.73
Ellen Rainville Education	1,464.47	545.35	4,997.78		657.23	6,350.37
Whitney Tree	9,883.19	553.37				10,436.56
Whitney Playground	20,497.65	1,362.90				21,860.55
Conservation	64,728.47	2,040.76	50,000.00		23,406.38	93,362.85
TOTAL EXPENDABLE	963,506.72	34,759.12	3,553,122.01	0.00	2,417,098.12	2,134,289.73

TOWN REPORT
1999
COLLECTOR

<u>TYPE</u>	<u>BALANCE</u>	<u>COMMITTED</u>	<u>COLLECTED</u>	<u>REFUNDS</u>	<u>ABATED</u>	<u>TAX LIENS</u>	<u>TOTAL</u>
Real Estate							
Prior	129,961.00		17,151.00	15,565.81	46,449.23		81,926.58
1996	5,724.00		17,532.00	8,758.00	-		(3,050.00)
1997	48,470.00		58,353.00	16,388.00	-		6,505.00
1998	356,120.00	2,675.70	337,509.00	36,767.00	3,131.00		54,922.70
1999		28,209,840.04	21,735,097.00	131,847.00	261,020.00	127,403.08	6,345,570.04
TOTAL	540,275.00	28,212,515.74	22,165,642.00	209,325.81	310,600.23	127,403.08	6,485,874.32
Excise							
Prior	113,160.00		2,487.90		11.67		110,660.43
1996	12,281.00		1,010.00	136.00	142.19		11,264.81
1997	20,845.00	4,641.78	3,655.00	109.00	839.00		21,101.78
1998	80,758.00	285,499.87	52,328.00	5,232.00	18,612.00		300,549.87
1999		1,975,116.22	1,777,029.00	12,458.00	38,432.00		172,113.22
TOTAL	227,044.00	2,265,257.87	1,836,509.90	17,935.00	58,036.86		615,690.11
Personal Property							
1996/Prior	50,027.00		381.00	109.00	-		49,755.00
1997	(283.00)		241.00	5,197.00	-		4,673.00
1998	(6,344.00)		2,033.00	14,013.00	-		5,636.00
1999		560,478.07	442,349.00	2,524.52	2,009.06		118,644.53
TOTAL	43,400.00	560,478.07	445,004.00	21,843.52	2,009.06		178,708.53

Board of Assessors

Years Activities

The fiscal 2000 assessments were based on sales that occurred in the calendar 1997 to 1998 years. The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time. The Y2K bug created no adverse effects for the tax and assessing procedure. The Assessors office is in the process of continuously updating property data to achieve a higher level of accuracy. This is an ongoing process to ensure that tax assessments are fair to all townspeople. A representative from the Assessors office will visit 500 properties this year plus inspect the 1000 building permits. The more accurate we can make the data, the more accurate the assessments will reflect current market value.

Fiscal year 1999 saw a record amount of abatements, this was due to the large increase in property values reflected in the 1999 revaluation. Sale prices of Westford homes are continuing to increase during the 1999 calendar year. People are paying a premium to live in this community and this relationship will continue to increase property assessments. The office is planning an interim revaluation for Fiscal 2001 to match the rising property values. Once again most residence will see a 10 to 20 percent increase in their valuations from fiscal 1999. Overall, it was a very busy year for the Assessors office and the staff deserves much credit, they met all the challenges with superb competence and dedication to the town. The office recognizes that taxes are increasing and always makes an extra effort to help the taxpayer understand their assessments.

Exemptions

In Fiscal year 1999 the board of Assessors granted two hundred seventeen statutory exemptions for property taxes in the amount of \$118,159 (Veterans, Elderly over 70, Blind, etc.) In Fiscal year 1998 the amount was \$98,445. The majority of the increase is due to the Chapter 126 of the Acts of 1988, allowing exemptions to increase to double their stated exemption amount.

Abatements

In Fiscal year 1999 there were 347 requests for abatements on real and personal property. 270 abatements were granted resulting in a total refund of \$137,440 tax dollars. There are thirteen appeals filed with the Appellate Tax Board, all judgments to this date have been in the Town's favor. Most of these appeals are commercial property owned by large corporations. Westford selectman must vote every year to tax commercial property at the same rate as residential or at a higher rate.

Respectfully submitted by:

Michael Dugas, Principal Assessor
For the Westford Board of Assessors:

Diane Holmes, Chairperson
Barbara Bogdan
Titus Palmer



TOWN OF WESTFORD

OFFICE OF THE TOWN CLERK
TEL: (978) 692-5515 • FAX: (978) 392-0820

Nancy J. Oakes
Town Clerk

It was another transition year for the Town Clerk's office in 1999. As we continued in our pursuit of certification; I have completed my second full year of training while my assistant Patty Dubey has completed her first year requirements. We are continuing to computerize the files in our office as we move into the 21st century, creating a safe, and permanent environment for our vital records, as well as restoring some of our oldest documents to insure they will be available well into the next century. In conjunction with the Library and the Historical Commission we were successful in receiving a grant from the Commonwealth of Massachusetts to continue assessing the Town's needs for historic preservation.

In early winter renovations began at the Town Hall as part of those renovations we have moved back to the original Clerk's office, enabling us to have complete access to our files. We along with all Town Departments have continued to experience phenomenal growth. We now have over twelve thousand registered voters, over twenty thousand residents, and close to two thousand dogs, all leading to very busy and exciting days for us.

I would like to thank again this year, Tim Whitcomb, Communications Supervisor for the Westford Police Department, Former Town Counsel, Jack Connell, Paul Alphen, Groton Town Clerk Bonnie Biocchi, Ellen Harde, and Peg Vennard for all their help and guidance.

Stony Brook From B&M Railroad line. looking upstream towards land of East Boston Camps. Oct.29,1999
Photo Courtesy of William Turner



CONSERVATION COMMISSION

Challenge after challenge confronted the Conservation Commission throughout 1999 as it persevered in its task of protecting Westford's natural resources in the face of the runaway stampede of development that is assaulting the Town. There was no let up in the rate of filing of applications for new projects, as well as for additions and changes to existing developments, and violations of environmental statutes and permit requirements reached an all time high, a fact reflected in the substantial increase in the number of Commission meetings in the course of the year. At the same time the Commission worked proactively to both acquire and protect important parcels of land and inform the public about its role in protecting water resources by participating in public dialogues and sending out informational material.

Statistically, the work of the Commission is reflected as follows: public hearings were opened for 29 Requests for Determinations, primarily to determine existence and location of wetlands, as well as potential impacts from roadway utility installations and minor residential construction activities such as house additions, decks, pools and landscaping; public hearings were opened for 80 Notices of Intent and amendment submissions for proposals to work within 100 feet of wetlands or within the 200 foot Riverfront Area established under the Rivers Protection Act. The Commission conducted 11 formal site visits, while agents William Turner and Heather Redding conducted hundreds of site visits in relation to the multitude of ongoing projects, as well as new proposals.

Unfortunately, much of the Commission's time was consumed with dealing with a dramatic and very troubling increase in Wetlands Act and local wetlands bylaw violations. 19 violations were recorded in the course of the year, which is more than double the number of violations identified in any of the previous ten years. The particularly troublesome aspect of these violations is that for the most part they represented performance of work in violation of specific permit requirements issued by the Commission that clearly would have been known to the builder. These violations have degraded the Town's natural environment and in some cases pose direct threats to an already vulnerable and threatened water supply, as well as to the other interests protected by the Act and bylaw. The Commission has issued a total of 3,950.00 in fines so far in relation to a number of these violations, while fines for a number of these violations are still under consideration. Additionally, enforcement orders have been issued requiring those involved to institute corrective measures to mitigate the threat to the wetland resource areas created by their malfeasance.

The nature of major projects filed shifted away from large residential subdivisions, towards substantial commercial projects and smaller subdivisions, perhaps reflecting the fact that few large parcels suitable and available for residential development remain in Town. Among the more significant projects reviewed were a large hotel and office building complex at 228 Littleton Road, which is located very close to Vine Brook and Town Conservation Land. The Commission has worked very hard to assure that this development will not compromise those important resource areas. The next largest in scale was a proposal for two building totaling 250,000 square feet at Lot 10, Westford Technology Park. With the issuance of the Order of Conditions for Lot 10, a final chapter was written in the Commission's review and permitting of the Park, which began in the early 1980's. Two significant additions to the Town's commercial recreation base were reviewed.

including a 36 hole miniature golf course and bumper boat pond at the Kimball Farm on Littleton Road and a Tube Run at the Nashoba Hill ski area off Powers Road

One of the more significant projects to come before the Commission was a proposal for invasive plant control at Long Sought for Pond filed by the Selectmen at the request of the Pond Association. The problem is a rapid infestation of the Pond by an aggressive non-native water plant called Eurasian Watermilfoil. The aggressiveness of this plant is dramatically demonstrated by the fact that a 1994 study by Lelito Environmental Consultants did not even find this plant in the Pond and that by five years later it had started to colonize significant areas of the Pond, seriously degrading the recreational and aesthetic values of the pond, and posing long term concerns for its health. The initial proposal to use a chemical herbicide called Sonar raised significant concerns regarding impacts to human health, as well as to existing native vegetation and animal species. Of particular concern was the fact that it appeared that the use of the chemical would have to be repeated for the foreseeable future. Commission members, particularly Chairman Eric Fahle, spent a large amount of time researching potential alternatives. It was determined that very promising results have been achieved on other lakes with the same problem by introducing a population of a recently discovered native insect species called the Milfoil Weevil, which feeds on the plant. The Commission worked cooperatively with the Selectmen and Pond Association to amend the filing and provide funding for consultant studies, and issued an Order of Conditions allowing for the introduction of the weevil, which occurred in the summer. The goal is to develop an active population of the weevil that will control the Watermilfoil to the extent that it becomes a constantly small and inoffensive portion of the vegetation in the Pond. It will take several years to determine if the process has been effective, but the overall sense is that this is the best method to use first, because success would avoid the substantial long term cost and health concerns of using a chemical herbicide.

In the course of the Long Sought for Pond hearing, members of the Association showed the Commission a handout developed for Sebago Lakes, Maine which they have circulated to their members, urging property owners on Lakes to develop and maintain 100 foot wide buffer strips of natural vegetation. The intent is to reduce the amount of fertilizer washing off lawns and landscaped areas into lakes and ponds, because this unnatural loading of nutrients into waterbodies can greatly increase the speed and area invaded by an alien species such as the milfoil, as well as promote algal blooms and pose threats to water supplies. These buffers also provide areas to trap runoff of pesticides and herbicides, the long term impacts of which are not known. The Lelito study of Long Sought for Pond identified this issue as a major concern for Long Sought for Pond. An additional problem of having lawn areas right down to a lake is that it is known that such lawns are very attractive to Canada Geese, which have become a significant source of lake pollution in recent years. The Commission found this handout to be a very valuable educational tool and arranged for a copy of it to be distributed to every property owner with the quarterly property tax bill. Because the many environmental problems caused by frequent application of chemicals on lawns are greater than the benefits, the Commission urges all citizens to reduce or eliminate where possible their use of lawn fertilizers, pesticides and herbicides.

The vulnerability of the Town's water supply was demonstrated in the fall, when, following a prolonged drought and then a heavy rainfall, the Town's public water supply system was found to have unacceptably high levels of coliform bacteria. The likely source of contamination was assumed

to be wildlife wastes in the Beaver Brook/Stony Brook drainage that feeds the aquifer in which the Town wells are located. The absence of rain that would normally allow for biological processes to neutralize these wastes and flush them downstream combined with the increase in beaver dam ponds that would trap these waste materials is speculated to have created the circumstances that led to the contamination. Stony Brook could be observed to almost stop flowing at several times during the summer. Low water tables at the time of the heavy rain most likely allowed these contaminants to drain to the level of the well fields. Continued heavy, unrestricted use of Town water in the summer will create similar scenarios in the future. Unfortunately, the heavy drawdowns also allow for penetration of runoff contaminants such as fertilizers towards these shallow wells. One appropriate response towards preventing further such incidents would be to reduce water use so as to reduce demands on the aquifer, and the Commission urges all citizens to follow water conservation tips circulated by the Westford Water Department.

Canada geese and beavers topped the list of suspects in the contamination of the Town water supply. Growing populations of these animals have led to increasing conflicts with property owners. The Commission would like to remind residents that there are strict laws regulating actions taken in regard to these species. In the case of beavers, state law prohibits any action to remove or modify a beaver dam without specific permission from the Division of Fisheries and Wildlife. For assistance in dealing with beavers residents can call Eric Amadie at the Fisheries and Wildlife office in Acton at 978-263-4347. In the case of geese, because these are considered migratory waterfowl, they are protected by federal legislation. Information and possible assistance in dealing with geese may be available from the Wildlife Services office of the United States Department of Agriculture in Amherst, Massachusetts. The number to call is 413-253-2403 and the person to ask for is State Director Laura Henze.

In other wildlife news, spotted turtles, a state listed species in the State's Natural Heritage and Endangered Species program were observed at the Town's Farmer's Parcel property by Marian Harman of the Westford Conservation Trust. The Commission engaged the services of wildlife biologist Brian Butler to study the site and identify critical areas for the species breeding and migration. Studies to date have shown numerous nesting areas attributed by Butler to the Spotted Turtle.

It was an excellent year for conservation land acquisition and protection. The Town acquired title to two significant parcels for conservation purposes. The first is a 66 acre piece donated to the Town by Gerald and Eileen Sullivan as part of the "Sullivan Estates" (Rome Drive Extension) subdivision approval. It is located west of Rome Drive and north of Rt. 495, centering approximately on the New England Power Company Power Line Easement. This beautiful piece of property has substantial areas of stream and wetlands, as well as mature open forestland. This land will be accessible via trail easements from Rome Drive, but the Commission cautions residents wishing to walk on this land that there is active construction under way in relation to the completion of Rome Drive Extension, and that it would be safer to wait until the project is completed and the trail connections established. The second piece acquired is a 19-acre parcel located on the northerly side of Flushing Pond Road at the outlet from Flushing Pond to a tributary to Blue Brook. The piece was acquired for \$15,000.00 from the Conservation Trust Fund for land acquisition and maintenance. This is a very interesting area of convoluted topography with many apparent vernal pools and interesting juxtaposition of upland and wetland areas that make it an outstanding wildlife resource area. At year's end Town

Meeting voted to fund the acquisition of Kenneth Hill's land on Chamberlin Road. The vote requires that at least 55% of the land be dedicated to conservation purposes. In addition to important environmental features, the property is significant to the character and history of the community, as it is the site of one of the last working orchards left in town. This acquisition will also preserve a stretch of an ancient regional roadway, known as the Salem Post Road, which dates back to colonial times.

In addition, two Ch. 184 Conservation Restrictions establishing permanent restrictions on further development won final approval from the State Secretary of Environmental Affairs. These restrictions cover 57 acres in the "Chestnut Hill Estates" subdivision located off Main St. and Stony Brook and Chamberlin Roads (which also includes an extensive trail network open to the public), and 24 acres of the Picking/Gould farm property acquired by Robert Webb and Robert Waskiewicz as part of a cooperative project with the Town to preserve one of the last remaining working farm properties in the Town.

Private efforts to protect Westford's open land heritage were also fruitful. Mrs. Priscilla Elliott donated 8 acres of land along Hildreth Street to the Westford Conservation Trust, which is to be preserved as the "Prospect Hill Wildlife Sanctuary". Marian Harman, President of the Westford Conservation Trust also was successful in having three trees registered as Massachusetts Champion Trees by the Department of Environmental Management. This designation means they are the largest examples of these species found to date in the State. They include a common apple off Hildreth St., a northern catalpa on Concord Road, and the black oak next to the J.V. Fletcher Library on Main St.

The Commission notes with satisfaction that versions of the Community Preservation Act have now passed both houses of the Massachusetts legislature. This Act would allow communities to establish either surcharges on property taxes or land transactions, or both to generate funds to a special account to be used for acquisition of land for protection of open space, as well as for development of affordable housing. The Commission sent photos of the kind of lands that would be preserved, including the view of Stony Brook at East Boston Camps that accompanies this report, to be used as part of a special Community Preservation Day program at the State House. The Commission would urge citizens to be in contact with their legislators and the Governor to urge them to complete the process of enacting this proposal into law.

An important project for the long-term management of Town conservation land was finished in 1999. Conservation Administrator William Turner completed a project to catalog all of the Town land under the care and custody of the Conservation Commission, summarizing such information as location and size, date of acquisition, plan and deed reference and so on. Meanwhile, a dedicated group of volunteers led by Commission member Margaret Wheeler continued to work diligently on completion of the five year update of the Town's Open Space and Recreation Plan, a critically important document providing goals and guidance for acquisition and development of lands for conservation and recreation purposes. As part of this project, a Town wide survey was mailed out to approximately 9300 postal addresses to solicit public input on open space and recreation issues and priorities. An outstanding 12 percent of the forms were returned, three times the number of responses to the Master Plan survey in 1994. The responses were evenly distributed based on length of residence in town and showed the continued high priority of acquiring and preserving open space to the community. Protection of water resources, woodlands and wildlife were among the most

important goals for purchasing open space, and there was strong support for having a Land Bank which could be established after enactment of the Community Preservation Act. About a third of the respondents took the time to write detailed comments to express their views and concerns which will be incorporated into the Plan's Goals and Objectives.

Volunteers also provided valuable support to management of conservation lands. The Land Stewards program, which is run cooperatively with the Westford Conservation Trust, was very active. Their projects included trail clearing and cleanup at the Cider Mill Pond Conservation Land on Lowell Road, clearing a new trail and parking area at the Snake Meadow Brook Conservation Land at Meadow Brook Farm (AKA Picking/Gould Farm) on Gould Road, clearing of a new trail on conservation land at Westford Manor Estates off Robinson Road, and continued maintenance of other conservation lands and trails in town. Through a generous donation from the Newcomers and Friends group, the land stewards were also able to continue efforts to post signs and kiosks on conservation land and trails throughout town. Finally, a volunteer citizens group from Forge Village worked with the Conservation Commission on the first phase of a plan to improve conservation land located on Forge Pond off of Pond St.. In this phase, invasive plants were removed along the shoreline to restore the beach and the site generally cleaned up, so that the parcel can be used as a recreation area by the neighborhood, as it was in the past. The Commission extends its deepest appreciation and thanks to Landscape Architect Nicholas Reed who provided both short term and long term plan proposals for the site. At year's end the Commission filed a Notice of Intent for a project to restore the small pond located on the Cider Mill Pond Conservation Land located off Lowell Road.

As always, the Commission would like to take this opportunity to salute the dedication, hard work and personal sacrifice of the many unpaid volunteers serving on and working with Town Committees to protect and enhance Westford's special natural and historic heritage.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, trails or wetlands and other natural resources, please visit the Commission's website, which can be accessed via the Town of Westford home page at <http://westford.mec.edu> or directly at <http://www.ultranet.com/~killoran/cc.html>.

Respectfully submitted,
Westford Conservation Commission

Eric Fahle, Chairman
Christie Williams, Vice-Chair
Margaret Wheeler
William H. Harman III
George Fletcher
Michael Killoran
Chester Cook

Planning Board

For 1999, issues of growth and land use have continued to be among the Town of Westford's primary concerns, and the Planning Board has continued to act as the Town's floodgate for its sustained growth and development. This development has persisted with Westford's desirability as a residential community and its preferable location for businesses along Interstate 495 and Route 3. With the proliferation of this region's high-tech industry and a subsequent booming economy, Westford's sustained growth has begun to reach more and more into marginal lands, has further eroded the Town's rural character, and has created tension between abutting zoning districts. The Planning Board has combated this by endorsing various master planning efforts and measures used for ensuring "smart growth"—the Route 110 Master Plan, the Flexible Development Bylaw, and the Assisted Living Facilities Bylaw, to name a few. Smart growth does set the trend for the upcoming years with the salient themes of "controlling sprawl" and "preserving community character." Another concept of smart growth that began to take hold at the close of the year was "development banking," or the transfer of development rights for the purpose of creating alternative means of commercial land use. This alternative means of development prevents sprawl and preserves open space, in addition to defining a sense of place. Furthermore, as high technology has increasingly become a driving force behind Westford's development, the Planning Board has likewise adopted a technological means, Geographic Information Systems (GIS), for mapping and contending with this growth. At the end of 1999, GIS was finally incorporated into Westford's planning efforts, and its influence into 2000 will quickly become apparent.

New Subdivisions

The Planning Board approved three definitive subdivisions in 1999, totaling thirty-four new single-family residential homes and two multi-family dwellings with a total of six units (which were age-restricted and with affordable components). "Tall Pines" and "Elderberry Estates" were the first subdivisions to be approved as Flexible Developments, which preserved substantial open space in addition to providing age-

restrictions and affordable components. “Noonan Way” and “Picking Farm Estates” were approved as conventional subdivisions. The Planning Board also approved the preliminary subdivision plan for “Woolsack Estates” and denied a preliminary plan for a 2-lot subdivision entitled “Industrial Parkway.” Furthermore, twenty-six approval not required plans were endorsed and one was not.

Site Plan Approvals

The Planning Board took action on eight site plans and one site plan amendment, with five more pending at the end of the year. Some notable approvals pertained to a Phase I and II of “Primrose Park,” with Phase I consisting of a 25,000 square foot office building and Phase II a 108 room Residence Inn by Marriott. In addition, the Planning Board approved three two-story office buildings within the Westford Technology Park master plan, containing a total of 251,200 square feet of office space. The Planning Board also approved a tubing run and base lodge at the Nashoba Valley Ski Area. Pending at the end of the year was the proposed restoration of the Nashoba Farm building on Concord Road. This restoration would create a seven unit multifamily dwelling.

Special Permits

The Planning Board approved six special permits under the Water Resource Protection (WRPD) Bylaw, which serves the purpose of protecting the Town’s water supply. Special permits are required for various kinds of proposed activity, also depending on the particular WRPD district the development falls under (e.g. aboveground storage of hazardous materials and rendering impervious more than fifteen percent of a lot). There were also two special permits granted for the use of common driveways. Additional special permits issued pertained to a Planned Commercial Development (Primrose Park), one Open-space Residential Development (Woolsack Estates), and two Flexible Developments (Tall Pines and Elderberry Estates).

Rules and Regulations/Zoning Amendments

Because the requirements for a successful subdivision review process often changes as the Town continues to grow, the Planning Board routinely revises the Subdivision Rules and Regulations in order to adapt to this dynamic planning atmosphere. In 1999, the Planning Board made numerous changes relating to fee structure, sidewalk specifications, and provided clarification where needed with other aspects of this Bylaw. Zoning amendments that were endorsed by the Planning Board include the Flexible Development Bylaw and the Assisted Living Facilities Bylaw, both geared toward providing alternative living arrangements with a focus on environmental sensitivity. Another important achievement was the Planning Board's endorsement of a new zoning map for the Town, drawn out on a computer aided design system in order to provide clarification on existing zoning districts. For this zoning map endeavor, the Planning Board gratefully appreciates the contributions of Bill Turner, Dick Downs, and Mark Hamel.

Membership Changes

The Planning Board is grateful for Allan Loiselle and Paul Eichten's contributions to the planning effort. Mr. Loiselle and Mr. Eichten finished their terms early in the year and their presence on the Board has been missed. New members include Michael Green and Thomas Mossdrop, Sr., whose service has been appreciated and well regarded. Andrea Peraner-Sweet has filled the position of Chair, and her enthusiasm has provided the Planning Board with strong direction. The new membership comprises a dynamic variety of perspectives, which together have been highly beneficial in assisting the Town accommodate for its rapid growth.

Respectfully submitted,

Andrea Peraner-Sweet, Chairman

Peter Fletcher

Marguerite (Peggy) Jungbluth

Michael Green

Thomas Mosscrop, Sr.

Zoning Board of Appeals

The Zoning Board of Appeals is a quasi-judicial body of five members and two associate members chartered under both State Law (Chapter 40A) and the Westford Zoning Bylaw. The Board is appointed by the Board of Selectman, and acts in four primary areas:

- Variances
- Special Permits
- Appeals to the decisions of the Building Inspector and Code Enforcer
- Comprehensive Permits (State Law)

The Board meets monthly to hear a rather normal array of petitions. The following table represents the year statistically:

ZBA Summary Sheet 1999					
	Open	Granted	Denied	Withdrawn	Totals
Variance	4	28	0	1	33
Use Variance	0	3	0	0	3
Special Permit	1	14	0	1	16
Appeal of the Building Inspector	0	0	0	0	0
Totals for the Year	5	45	0	2	52

Variances comprised the majority of applications received by the Zoning Board of Appeals in 1999. Of these Variances, most were requested due to proposed additions that would encroach upon the required minimum front, side, or rear yard setbacks. In addition, there were also three Use Variances granted. Use Variances allow a use otherwise not permitted in the Zoning Bylaw's Table of Use Regulations. The first Use Variance granted was for the operation of a recreational facility (One Stop Fun, Inc.) in an Industrial Highway zoning district. The second Use Variance granted pertained to the proposed restoration of the Nashoba Farm building on Concord Road. This restoration involved the creation of a seven-unit condominium complex. This kind of use is not permitted in a Residence A zoning district and thus required favorable action by the Zoning Board of Appeals. The last Use Variance granted allowed for the operation of motorized bumper boats, a use otherwise not encompassed in the Table of Use Regulations. The bumper boats were proposed in conjunction with a miniature golf facility to be located at Kimball Farm.

Special Permits comprised the other portion of applications received by the Zoning Board of Appeals. These requested actions were mixed between Special Permits required for expanding nonconforming structures, legalizing accessory dwelling units, and authorizing uses only permitted with a Special Permit granted from the Zoning Board of Appeals (e.g. the proposal of a tubing run at the Nashoba Valley Ski Area).

A notable trend for 1999 was the numerous applications for Variances to allow for additions encroaching upon setback requirements and Special Permits authorizing the expansion of a nonconforming structure in excess of the permissible fifty percent of the first floor area. Another trend was the several applications requesting Special Permits to allow for the conversion of a single-family home to accommodate an accessory dwelling unit. Issuance of these Special Permits for accessory dwelling units was conditioned upon owner occupancy and the expiration of the permit if transfer of ownership occurs. This Special Permit with conditions provides families with housing alternatives while still protecting the intent of Westford's Zoning Bylaw.

The Zoning Board of Appeals would like to welcome its new associate member, Jim Kazeniac, and appreciates his willingness to be apart of the review process.

Respectfully submitted,

John Cadigan, Chairman

Ellen Doucette

David Earl

Ronald Johnson

Jay Enis

Sam Frank, Associate

Jim Kazeniac, Associate

Fire Department

Training

We have had another successful year with the fire training program, bringing our Department's percentage of Firefighter I/II certification up to 73%! This year's class consisted of not only Firefighters from Westford, but also surrounding towns such as Groton, Tyngsboro and Carlisle. This program would not be possible without the hard work, commitment and dedication of our Training Officer David O'Keefe or the instructors, Harold Fletcher, Jr., Mark Valcourt and Jim Sheridan. In addition to the firefighter I/II program, these individuals, through their continued training, are able to bring such programs as Hazmat Operational, Incident Command and other essential programs that help to meet the challenges of training for tomorrow to make this a better department and protect the community.

Student Awareness of Fire Education (S.A.F.E.)

As always, Don Parsons and Bill Stone, the coordinators of this program have worked tirelessly to provide the best education program to the students in Westford schools. In addition to running the 3rd Annual Fire Safety Day Camp, they have both been involved with the Juvenile Fire Setters Program with the State. This program allows them to bring back the knowledge they learn on Juvenile Fire patterns, discipline and also how to work with children to help prevent such occurrences.

Fire Substation

The Fire Substation work is underway and we are looking forward to having a winter 2000 completion! I would like to thank the members of the committee for their time and effort to get this project off and running, Their hard work will be shown in the final product.

Capital Program

We are continuously improving our capital projects For example, this past year we were able to purchase a Thermal Imaging camera for the department. The camera helps to aid firefighters in a smoke filled environment to see a person through their body heat. We were able to purchase this by working as a team through a collective effort with the town of Ayer and the City of Nashua, allowing all 3 towns to benefit in getting a reduced price. All 3 communities benefited by this effort and we will continue to look for ways to purchase future equipment this way; maximizing our use of capital dollars and continuing to bring better technology and equipment to the department.

As I've reported in the past, I will continue to look for your support in my requests for additional personnel. This year it is my goal to begin staffing the Nabnasset station. Over the years the calls have continued to increase and with the impact of Lakeside Meadows as well as Greystone estates, I feel that the time has come to begin staffing the station on a 24-hour basis.

As I end this report it is somewhat on a sad note as I reflect on the loss of the 6 firefighters in Worcester. It was indeed a devastating event and it reminds us that this could happen anywhere, including Westford as we all face the same challenges of these types of buildings in our communities. We need to work together as a team, the fire department, the selectmen, the town manager and the community to reach our common goal...the protection of the town and safety of it's inhabitants. I would like to thank you, the townspeople for your support, the Town Manger, the department heads, the Chiefs and members of their respective departments. A special thanks to my family for their continued support, to my office manager Sandy Cullen, and to the many members of the department who serve unselfishly and continue to respond and train to make this a better department as well as a safer community.

Respectfully submitted,
Richard Rochon, Fire Chief

1999 TOWN REPORT TOTALS

WORKINGON / SYSTEM TESTS	724
AMBULANCE CALLS	1166
REQUEST FOR ALS	493
ASSISTANCE	107
APPLIANCE	8
ENG MEDICAL ASSIST	450
BOX ALARMS	156
TROUBLE ALARMS	79
TRAILER	1
BRUSH	34
HOUSE FIRE CALLS (13)	15
CO. DET.	37
VEHICLE	28
CHEMICAL EMERG.	24
CHIMNEY	6
DOG RESCUE	1
DIST 6 HAZMAT	10
OUTSIDE ELECTRICAL	28
MAILBOX	1
ELECTRICAL	6
ALARM CO. CALLS	95
NAT.GAS LEAKS	15
SMK. INVEST.	52
ILLEGAL BURN	29
LOCKOUT	2
WATER PROB.	7
ELEVATOR RESCUE	1
BOMB SCARE	4
CAPSIZED BOAT	1
TRAFFIC INVEST.	2
LIGHTNING STRIKE	5
MOTORCYCLE	1
TREE ON HOUSE	1
RAILROAD TIE	1
LAWN MOWER	1
FIREWORKS STN BY	2
FIU1	6
MUTUAL AID OUT	21
MUTUAL AID IN	7
DUMPSTER	1
TOTAL ENGINE RESPONSES	1216

1999 TOWN REPORT TOTALS

COOKING FIRE PERMIT	133
BRUSH PERMITS	1693
BLASTS MONITORED	49
AGRICULTURE BURN	0
26F	343
26G	184
STATIONS MANNED	4
ALS DIVERSION	3
FIRE DRILLS	113
FLAG BURNING PERMIT	3
DELAYED OPENING	0
BOMB SQUAD	2
EXIT DOOR VIOLATION	1
STATE FIRE MARSHALL NOT.	2
BOARD OF HEALTH	1
BLACK POWDER BLASTS	35
PRIMER CORD BLASTS	26

MUTUAL AID OUT

ACTON	1
CARLISLE	1
DUNSTABLE	1
GROTON	2
LITTLETON	4
TYNGSBORO	1
LOWELL	2
WORCESTER	4
CHIEF TO WORCESTER	1
LADDER TO ACTON	1
LIGHTING UNIT	2

MUTUAL AID IN

LITTLETON	4
GROTON	2
LITTLETON LADDER	1

WESTFORD FIRE DEPARTMENT ROSTER

Fire Chief

Richard J. Rochon

→ **Office Manager**, Sandy Cullen

Deputy Fire Chief

David A. Voitowicz

Captains

Steven R. Ducharme
Joseph T. Targ

Daniel J. O'Donnell Sr.
David A. Voitowicz

Lieutenants

James P. Barrett
Robert L. Benoit
James F. Lamy

James M. Sheridan
Daniel A. Britko
David M. O'Keefe

Harold A. Fletcher Jr.
Timothy J. Hall
Mark N. Valcourt

Firefighters & E.M.T.'s

Timothy A. Bellemore
Peter Denechuck
Richard Barrett
Robert G. Parsons
William Stone
Mark E. Blamy
Susan Smith
Paul J. Carey
Shawn M. Ricard
Brian D. Foley
David P. Christiana
John A. Facella
David A. DeVincentis

Suzanne Benoit
Joseph Eracleo
Edward P. Mountain
Mark Schofield
Kevin Voitowicz
Diane Doyle
Shawn P. Girard
William J. Mantville
David W. Penfield
Nancy V. Burns
Andrew G. Anderson Jr.
Daniel J. O'Donnell Jr.
Joseph D. DelPapa Jr.

Stephen A. Wyke
Brian Daly
Donald R. Parsons
Sean P. Sheridan
Richard Green
Stephen H. Stone
Tricia L. Hall
Michael J. Ferreira
Ernest W. Pudsey
Paul R. Lemieux
James R. Klecak
Joseph Doolin

Auxiliary Firefighters/E.M.T.'s

Michael Cool
Don Greenwood
John Fox

Edmond Daigneault
Jared Smith
James Joncas

Don Post
Karl Mann

Special Assignment Firefighters

Donald Parsons, Fire Prevention Officer &
Juvenile Fire Setters Program
Daniel J. O'Donnell Sr., Fire Investigation Unit
Peter Dennechuk , Fire Investigation Unit
Harold A. Fletcher Jr., Hazardous Materials Tech.
Bill Stone, S.A.F.E., Community Service Officer

Joseph T. Targ , Code Enforcement
David O'Keefe, Training Officer
Robert Benoit, EMS Director

Telecommunicators

Suzanne Benoit
David A DeVincentis
Audrey M. Ducharme
Tricia L. Hall

Leah Lemieux
Susan Smith
Jo Ellen Spanos
Susan Taylor

WESTFORD POLICE DEPARTMENT ROSTER

CHIEF OF POLICE

Robert M. Welch, Jr.

CAPTAIN

Thomas M. McEnaney

LIEUTENANTS

Edward A. Cossette

John Tzikopoulos

Edward P. Rochon, Jr.

PATROL SERGEANTS

Hervey P. Cote
Terence J. Kane
Michael B. Mayer

Victor F. Neal, Jr.
Joseph J. Roy
Stephen F. Timothy

PATROL OFFICERS

Kevin Brooks
John Caron
Kenneth Delaney
Joseph Eracelo
Joel Gagne
Megan Guthrie
George Higgins
Michael Jelley
Steven Keins
William Luppold

James McCusker
Mary Ann McShea
Daniel O'Donnell, Jr.
Ronald Paulauskas
Michael Perciballi
Scott Peloquin
Donald Pick
Dennis Rogers
Walter Shea
Joseph Walker

David Welch

SPECIAL SERVICES

Det. Sgt. Joseph Shields

Det. David Connell
Det. William Duggan
Raymond Peachey-Community Service Officer

Det. Michael Perron
Det. Marc Proia
Det. Walter Shea

INTERMITTENTS

Michael Croteau
Jason Mack

Michael Saunders
Richard Smith

AUXILIARY OFFICERS

Douglas Barnett
Nicole Caruso
Heather Ducharme
Jon-Allen Haslam

James Moriarty
Daniele Paganelli
Marie Raffaello
Michelle Wright

George Wickson

TRAFFIC SUPERVISORS

Barbara Buchanan
Sheila Curley

Mary Hill
Lorraine Priest

MATRONS

Barbara Buchanan
Jo Cobleigh
Stephanie Cobleigh
Sheila Curley

Jean Guthrie
Mary Hill
Marie Raffaello
Michelle Wright

TELECOMMUNICATORS

Sharon Aaron
Nicole Caruso
Jon Allen Haslam

Timothy Whitcomb
George Wickson
Michelle Wright

OFFICE PERSONNEL

Jo Cobleigh
Jean Guthrie

Donna McCafferty
Linda Zarzatian

CUSTODIAL

Mary Sawyer

WESTFORD POLICE DEPARTMENT
1999

Arrest-----	95
Arrest Juvenile-----	5
Protective Custody-----	10
R.O.Violations-----	15
Summons-----	433
Accident MV-Fatal-----	1
Accident MV-Injury-----	72
Accident MV-No Injury-----	503
Accident-Industrial-----	7
Accident-Other-----	180
Alarm-----	1277
Ambulance-----	860
Animal Bite-----	11
Animal Cruelty-----	3
Animal Stray-----	49
Animal/MV Collision-----	33
Annoying Opposite Sex-----	1
Arson-----	1
Assault-Felony-----	2
Assault-Physical-----	8
Assault-Simple-----	13
Assault-Weapon-----	3
Assist Motorist-----	13
B&E Attempt-----	21
B&E Forced-----	64
B&E Unlawful Entry-----	10
Bench Warrant-----	2
Bomb Threat-----	3
Bombing-----	1
Building Found Open-----	132
Bylaw Violation-Cars-----	23
Bylaw Violation-Dogs-----	38
Bylaw Violation-Other-----	34
Child Abuse-----	4
Child Neglect-----	7
Commitments-----	8
Counterfeiting-----	3
Disorderly Conduct-----	4
Disturbances-----	490
Disturbing the Peace-----	8
Domestic-----	158
Drugs-Other-----	9
Drugs-Possession-----	36
Drugs-Sale-----	1
Fire-Alarm-----	140
Firearm Violation-Discharge-----	9
Firearm Violation-Possession-----	1
Fire-Building-----	35
Fire-MV-----	19
Fire-Other-----	121
Fireworks Violation-----	9
First Responder-----	81
Forgery-----	3
Fraud-----	5
Funeral Escort-----	2

General Services-----	538
Harassment-----	10
Health Hazard-----	18
Injury to Property-Private-----	237
Injury to Property-Public-----	23
Investigation-----	7
Larceny Attempt-----	4
Larceny by check-----	3
Larceny by Credit Card-----	5
Larceny from MV-----	47
Larceny MV-Auto-----	11
Larceny MV-Truck-----	1
Larceny-----	165
Liquor-Possession-----	7
Lock Out-----	340
Lost Child-----	11
Message Delivery-----	38
Missing Person-----	39
Mutual Aid-----	93
MV Abandoned-----	7
MV Citations-----	1762
MV Disabled-----	387
MV Violations-----	388
Officer Wanted-----	1
Order Served-----	28
Property Found-----	96
Property Insecure-----	3
Property Lost-----	43
Property Recovered-----	26
Prowler-----	3
Rape-Forced-----	2
Removal Animal-----	24
Repossession-----	5
Robbery-Firearm-----	1
Rubbish Disposal-----	14
Runaway-----	13
Safety Hazard-----	125
Security Check-----	47
Sex Offense-Other-----	4
Shoplifting-----	12
Statutory Rape-----	1
Stolen Property-Received-----	1
Sudden Death-----	6
Suicide Attempt-----	18
Summons Served-----	166
Surveillance MV-----	36
Surveillance Person-----	20
Suspicious MV-----	324
Suspicious Person-----	178
Telephone 911 Hang Up-----	364
Telephone 911 Non Emergency-----	118
Telephone 911 Other-----	133
Telephone Harassment-----	77
Telephone Obscenity-----	2
Threatening-----	30
Traffic Control-----	16
Traffic Hazard-----	222
Transportation-----	24
Trespassing-----	24
Truancy-----	1
Vicious Animal-----	19

Emergency Management

Emergency Management continues with its restructuring and growth in order to be more in line with the town's current needs. One of these new restructuring issues was to find a new home for the Emergency Operations Center. The new police station training room has provided this. We have had dedicated phone lines installed into the shared police & fire telephone system. One of these lines will be activated as a listed EM number, which will be used for getting information out, and a staffed line during an emergency situation. We will be working closely with the Auxiliary Police & Firefighters to train them in assisting with the EOC. EM continues to purchase emergency equipment for both police and firefighter auxiliary programs.

Westford Emergency Management continues to participate in the Northern Middlesex Area Emergency Planning Committee and Massachusetts Emergency Management Agency Area I, regularly attending meetings, training's, and projects. Other training's which we participated in was the Safe and Effective Community Understanding for Response to Emergencies, sponsored by the District Attorney's Office.

1999 saw long time Emergency Management Director Francis Mulligan retire. We would like to thank him for his many years of service and dedicated commitment to the Town of Westford.

In February, Joseph Targ and Timothy Whitcomb were appointed as Co-Directors of Emergency Management. We hope to work closely with all town departments to continue to enhance and add to the services, which are and can be provided to the Town through Emergency Management.

We would also like to thank Town Manager, Steve Ledoux, Fire Chief Richard Rochon, and Police Chief Robert Welch Jr. for supporting us in the position.

We would also like to thank you for your continued support.

Respectfully Submitted,

Capt. Joseph Targ, Co-Director

Timothy Whitcomb, Co-Director

BUILDING COMMISSIONER'S ANNUAL REPORT

The strong regional and national economy continued to fuel rapid commercial and residential growth within Westford. This growth was comprised of mostly smaller-scale commercial & office development along Littleton & Groton Roads and the continued residential build out of Greystone & Beaver Brook Estates. Groton Road began what is anticipated to be a continuing commercial transformation with three new commercial buildings being developed in and around the Oak Hill Road intersection and three more anticipated in the early- to mid- part of 2000. Littleton Road saw the development of Enterprise Bank, three new office buildings, the Chili's Restaurant, and the beginning the newly proposed miniature golf facility at Kimball's Farm.

The residential market was again dominated by the continued development at both Greystone & Beaver Brook Estates. Other smaller projects which either began or were completed during this period included Blacksmith Estates, Chesapeake Manor Estates, Chestnut Hill Estates, Dempsey Way, Woodbrook Estates, Sweetser Place II, Westford Manor Estates, and Vineyard Estates. The year has generally been marked by a decrease in the sheer number and size of subdivision submittals before the Planning Board and this is optimistically expected to reduce residential building activity for the next year or two. This is only projected, however, because of the rapid introduction of a large number of dwelling units into the market within the last 2 years.

During 1999 the Building Department issued 830 building permits which resulted in 165 new dwelling units throughout Westford. The department also issued 831 electrical permits, 545 plumbing permits, 545 gas permits, and 40 permits for places of assembly; a total of 2,791 permits. This is relatively consistent with the permit numbers issued for the last 3 years and is an indication of the sustained strength of the residential market here in Westford.

In 1999 Arthur Smith resigned as Plumbing Inspector and was replaced by Michael Muise. We would like to thank Arthur for his years of service in his capacity as Plumbing Inspector and would like to welcome Mike in his place. During this time, Dennis Kane Jr. was also reclassified as a permanent, half-time Electrical Inspector. Dennis had previously been classified as consulting services in the same role.

Building Commissioner
Assistant Building Inspector
Senior Secretary
Wire Inspectors

Gas Inspector
Plumbing Inspectors

Donald E. Kinney
Chet Cook
Nancy Lima
Dennis Kane, Jr.
Dennis Kane, Sr.
Chet Cook
Harry Bossleman
Michael Muise

Respectfully Submitted,
Donald Kinney, Building Commissioner



From left to right: Bob Connell, Dick Connell (killed 1943, US Navy), Georgette Pietras, Ed Connell, Fred Connell, Phillip Connell (photo courtesy of Robert Connell).

WESTFORD PUBLIC SCHOOLS

1998 - 1999 ANNUAL REPORT

OVERVIEW

Dr. John A. Crisafulli
Superintendent of Schools

In the 1998 - 1999 school year, we evidenced continued student growth and also received the State Board of Education's final curriculum standards. Meeting these two priorities became the major focus within this operational budget. The increased enrollment of 194 students required the School Committee to hire additional teaching and support staff in order to maintain acceptable teacher classroom ratios. With the passage of the curriculum requirements by the State Board of Education, we had to begin providing funds necessary to insure that our curriculum is aligned with the State's academic standards.

This past fall we received the results from the first year's administration of the Massachusetts Comprehensive Assessment System (MCAS). Last spring, students state-wide in grades 4, 8 and 10 were tested in the areas of English/Language Arts, Math, and Science/Technology. This periodic assessment is intended to determine how well individual students, schools, and school districts are succeeding in meeting the State's curriculum standards. The main purpose of this first year of testing was to develop baseline data as to a student's level of understanding and to assist school districts in making adjustments to assure that their curriculum was aligned with the State standards.

Throughout the Commonwealth, school districts will have to expend significant funds to alter existing curriculum to insure alignment with State standards. Beginning in the spring of 2001, all tenth graders in the State will have to attain a passing grade on the MCAS to receive a high school diploma. The Department of Education will also be providing each school with an expected overall MCAS improvement level based upon the school's previous year's testing results. Those schools that do not attain this expected level will be identified as "under performing." In recent results, Westford ranked 19th out of 353 school districts. Though this is quite an achievement and we should feel good about our high ranking, the data clearly showed that Westford and other communities need to improve if the Commonwealth's students are to be successful in reaching the Advance and Proficient levels.

During this year the School Committee, working collaboratively with the School Building Committee and its administrators, developed long range solutions to meet our student space needs. Groups visited other school districts, met with architects, and reviewed our school facilities, to determine expansion possibilities in developing a K-8 building program. The School and Building Committees expect to

finalize plans this summer and present them to the community in early fall. It is hoped that the School building plan will be presented to the voters in a Special Fall election. Our projected timeline also seeks full Town Meeting approval for the funds necessary to perform the engineering and designing stages for the proposed elementary school(s). We would like to have the K - 5 facilities on-line by September 2001 and the new 6-8 facility completed for the 2003-2004 school year.

At this past Annual Town Meeting the voters approved expenditures to approve a five classroom addition at the Day School and an Abbot renovation project to create three additional classrooms. When you combine these two projects with the previous conversions of locker rooms, shop areas, etc., the result is 19 additional classrooms being added to our elementary schools. If combined into one facility, this reflects a K-5, 400 pupil elementary school of three classes per grade. This just accents the staggering growth we are encountering and our desire to be fiscally responsible by maximizing the existing schools prior to seeking costly new facilities.

Throughout this year a group of parents, School Committee members and staff have assisted the Superintendent in assessing our short term student space needs. It is realized by all that there is a need to implement a temporary student space solution prior to new schools coming on-line. The group reviewed enrollment projections, determined existing building capacities and analyzed various temporary space solutions.

CURRICULUM AND INSTRUCTION

Dr. Marcia Lukon, Director

The results of the first Massachusetts Comprehensive Assessment System (MCAS) were announced in late fall. The results showed that Westford students scored well when compared with students in other school districts. However, they also illustrated that numerous changes in curriculum and additional teaching resources are needed in every academic area to further align our curricula. The Director of Curriculum led teams of teachers and administrators in analyzing the test data and recommending changes. MCAS scores in Mathematics and Science & Technology at the middle and high school level made these priority areas.

In addition, the long awaited History and Social Science Curriculum Frameworks was approved in December. These standards indicated that changes in content are needed at nearly every grade level to bring our curriculum into alignment with what the state expects. In response, Grade 4 teachers developed new units of study on ancient civilizations. Grade 9 piloted and adopted new world history textbooks with Grades 7 and 10 beginning a similar process. Evaluations and trials of science textbooks determined that exemplary programs are not yet available for the middle school level.

Additional books for English Language Arts classes were identified, and extensive professional development in teaching writing and assessing students' work was provided to teachers. The Reading Recovery Program and the Reading Resource Facilitator Program were expanded, and a new Academic Summer School Program (Grades 2-8) was designed and implemented to assist students in meeting the new standards.

In accordance with Westford's Five Year Blueprint for Curriculum and Instruction, the school budget passed at Spring Town Meeting included funds for the expansion of the Foreign Language Program to Grade 6, and the addition of key new positions - a Director of Educational Technology and Information Services, to lead our technology and information literacy efforts, and a K-8 Math Teacher Leader to facilitate needed changes in our math programs.

The Westford Public Schools aggressively pursued all available grant funding. Our efforts were rewarded with \$593,528 from entitlement, continuation and allocation grants. Additionally, Westford was awarded \$235,754 in competitive grant funding. Three classroom technology projects were selected as "Lighthouse Classrooms" and awarded \$30,000 each to expand and disseminate their exemplary work. In addition, grants funded the development of an additional Advanced Placement course (Calculus Based Physics) at Westford Academy, an After School Enrichment Program at Blanchard, and the Beginning Teacher Mentoring Program. The Summer Academic Acceleration Program for students finishing Grades 2-8 was also partially funded by a competitive grant. A year-long extensive professional development program, designed to advance the use of technology throughout our school district, was offered to all staff. Westford Public Schools' staff and volunteers from the WestNET organization provided many of the training opportunities. This program was also funded with grant funds.

Improving the achievement of all of Westford's students has been, and must continue to be, the focus of our work in the Westford Public Schools. Much progress was made this year, thanks to the united efforts of administrators, teachers, parents, and community members.

WESTFORD ACADEMY

THE 1998 - 99 SCHOOL YEAR IN REVIEW

WESTFORD ACADEMY CONTINUES THEME OF "PEACEABLE SCHOOL" / PEACEABLE COMMUNITY.

Westford Academy continues the theme of a "Peaceable School / Peaceable Community" along with keeping education at its best through Phase I of construction.

Westford Academy's second year of the Peaceable Schools Initiative was highlighted by several key events. The year started with a Proclamation from the State House declaring Westford as a Peaceable Community on September 16, 1998.

Throughout the year, students at Westford Academy continued to actively work and be involved in various programs and assemblies regarding peace. Several students from each grade level were trained in Peer Mediation to assist with issues regarding behavior within the school. This group of students was able to help in several situations around the school and were very successful.

Furthermore, the year continued with a Hate and Homophobia assembly in remembrance of Matthew Shepard. The peer leaders of the school performed a skit regarding unwanted behaviors from our students. This group then addressed the school as leaders and shared examples of behaviors expected at Westford Academy.

Finally, in the spring there was an assembly on the Use of Drugs and Alcohol presented by the students from outside the school district. These students shared with Westford Academy students the behaviors that got them into trouble. The students were very open about their lives. The stories were very sad and reflected lives that were going nowhere because of the use of drug and / or alcohol.

Additional activities and programs are planned for next year as we will enter into the third year of the Peaceable School Initiative.

Construction was difficult for students, faculty and administration. We are close to being complete with Phase I, and students will be entering into a new addition in August 1999. The administration will continue to work to keep students and faculty informed regarding construction expectations. Furthermore, throughout the year we will continue to update the construction hotline to keep the community aware of the events regarding construction of our school. The administration appreciates the support of the community.

Goals accomplished for the 1998-99 school year included:

- Continued with Learning Styles program
- Construction updates to students, parents and teachers
- Continued with rules and fairness issues that were identified in climate survey
- Promoted greater use of Library / Media Center
- Gender equity studied
- Schools-to Careers Program
- Career needs of college and non-college bound students' program established

Members of the School Council:

James P. Antonelli, Interim Principal

Teachers

Edward Scollan, Co-chairman
Elizabeth Elliott
Barbara Toohey

Parents

Laura Carrick	Marilyn Gallardo
Dennis Galvin	Patricia Maestranzi

Students

Kathryne Faherty
Jamie Kazanjian

Community Members

Jack Burnham
Patti Mason
Denny Alden Wood

School Committee Liaison

Susan Flint

25 YEARS OF SERVICE

At the annual school staff recognition assembly, Al Duffett, Social Studies teacher, Norma Graham, Spanish teacher, Roy Pindara, Physical Education teacher, Paul Poisson, Chemistry teacher and Anne Stowe, Math teacher were recognized for 25 years of service. Each received the traditional Westford Academy Captain's chair for their years of dedicated service.

NATIONAL HONOR SOCIETY

The annual Westford Academy National Honor Society banquet and induction ceremony was held recently at the Westford Regency. Emily Steiger, President of the Tadmuck Chapter, was master of ceremonies for the event.

Following the dinner, Emily and the other officers, Fiona Coxe, VP, Amanda Arseneaux, Sec., and Amanda Koski, Treas., assisted Janet Bryant, NHS Advisor with the induction of the 40 new members. The students inducted include: Jennifer Callahan, James Cappadona, Bryan Chu, Kristy Desilets, Steve Doucette, Jaclyn Foster, Tina Gardner, Tracey Giordano, Kevin Hansberry, Elizabeth Hayden, Meredith Johnson, Anna Kintner, Michelle Luttati, Scott Meredith, Jessica Parrott, Katelyn Rice, Sarah Rothman, Lauren Begen, Emily Benson, Seth Berkowitz, Lisa Brierley, Lauren Cantos, Erin Connelly, Dan Courcy, Amber Cullen, Jessalyn Deveny, Elizabeth Ehasz, Cary Fridrich, Abby Hobday, Caitlin Kelly, Steve Maestranzi, Patrick Mahoney, Sara McGaha, James Murphy, Cassandra Pappin, Ashleigh Parke, Lauren Pearson, Erin Rockney, Kim Woods, and Jessica Woodward.

The Junior Awards were presented to the following members: Nick Csikesz, Scholarship, Scott Duncan, Leadership, Christy Liu, Service, and Laura Boudreau, Character. The newly elected officers for 1999-2000 were inducted. They are Scott Duncan, President, Bridget McElroy, Vice President, Laura Boudreau, Secretary, and Derek Cascio, Treasurer. Mr. Kazeniac and Mrs. Crocker, Westford Academy Trustees, presented the following senior members with their book awards: Emily Steiger, Fiona Coxe, Amanda Arseneaux, Amanda Koski, Charlyne Morrison, Sean Roach, Kerry Anderson, Kurt Andjus, Chris Antunes, Mary Austin, Jessica Bowes, Timothy Cahill, Patrick Callahan, Samuel Carroll, Kristin Colby, Brett Connelly, Paula Deardon, Matt DiLeo, Geoff Doyle, Amy Ford, Nicloe Frechette, Rick Gaumer, Andy Kazeniac, Brian Kulis, Mike Lerra, Ian Macumber, Jeff Malanson, Catherine McGuirk, Anthony Montano, Jen Moter, Michelle Murillo, Jinal Patel, Maressa Perreault, Suzie Pude, Apurva Rastogi, Andrew Stone, Lauren Tieuli, Nicole Wallace, and Casey Williams.

WESTFORD ACADEMY STAFF APPRECIATION WEEK

March 15 - 19, 1999

On March 15th, staff members were greeted with a continental breakfast as a kick-off to Staff Appreciation Week sponsored by Westford Academy's Student Council and Parent Advisory Committee. Desserts were provided for faculty on Wednesday, March 17th. On Friday, March 19th, Dr. John Crisafulli and the Westford School Committee provided bagels and cream cheese, muffins, donuts and coffee.

Week long activities included: drawings for gifts donated by local organizations and businesses, and a catered luncheon on Friday, March 19th, served by parents.

Coordinators for the activities:

Student Council:	Breakfast - Tuesday, Wednesday, Thursday
Parents:	Desserts on Wednesday
Parents:	Friday / Staff Luncheon
	(Catered by Westford Academy's Cafeteria staff)

The following parents contributed time, desserts, and/or served at the luncheon: Stacy Connelly, Nancy Cornacchio, Dorothy Gaumer, Marge Hendriks, Patti Donahue, Betty Duncan, Diane Wood, Marie Greene, Linda Avery, Linda Samaha and Patricia Stafford.

Businesses that Donated Gifts: Applebee's, Burger King, Agresti's, Old Westford Candy Shop, Sweet Peas, Floral Arts of Westford, Teaching Toys, Westford Christmas Shop, Drew Farms Country Store, The Card Cottage, Outlook at Nashoba Valley, American Video, Photo Finish, Colonial Oven Bakery, Kimball Farm Driving Range, Holly Hill Framing, Nabnasset Drug Health Mart, Quick Check Supermarket, Brookside Studios, Westford House of Pizza, Osco Drug, Li'l Peach, The Westford Regency, Domino's Pizza and Blossoms.

WESTFORD ACADEMY TRUSTEES

The Westford Academy Trustees continue to support scholarships and programming with their annual financial award of approximately eighty thousand dollars. This generous grant is distributed to graduating seniors (60K) and a gift to the school (10K) for book awards to graduating National Honor Society seniors, Presidential Classroom scholarships, contribution to the Athletic Department, and School-to-Career software.

Officers of the Board of Trustees

Helena M. Crocker, President
Rep. Geoff Hall, Vice-President
William J. Kavanagh, Treasurer
H. James Kazeniac, Secretary
H. Arnold Wilder, Auditor
William J. Kavanagh, Scholarship Committee Chair

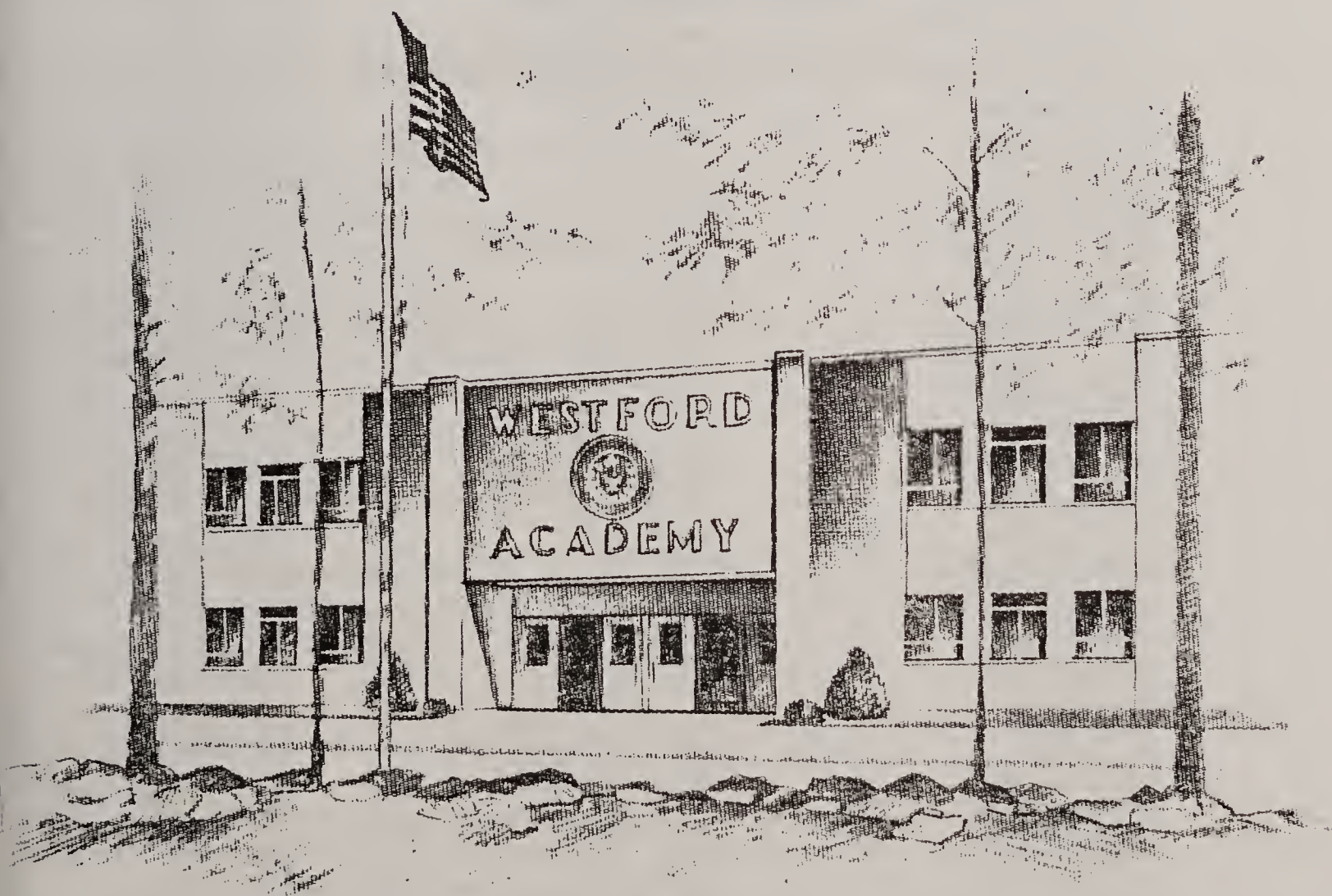
GRADUATION EXERCISES

OF THE

Class of 1999

WESTFORD ACADEMY

Westford, Massachusetts



FRIDAY EVENING, June 4, 1999
at five-thirty o'clock

1999 GRADUATES

**	Katrin Abraham	t	Jeffrey Michael Gallardo		Audrey A. Morse
t*	Kerry L. Anderson	t	Joseph M. Galvin	t*	Jennifer Ellen Moter
t*	Kurt J. Andjus	t	Danielle M. Garipey		Chanda Moul
	Karen M. Andrew		James E. Gaudette		Molika Moul
t*	Christopher S. Antunes	t*	Richard R. Gaumer	t*	Michelle Murillo
t	Amanda M. Arseneaux	t	Laura E. Gendreau	t	Brian Tate Shippen-Murray
t*	Mary Elizabeth Austin	t	Jimmy K. Gerostergios		Kori Lee Mussaw
	Lisa Marie Bagni		Mark Richard Gervais	t	Nicholas A. Nahas
	Bethany A. Baillio		Anthony J. Gilberti		Anthony R. Nichols
	Kyle R. Barren		Geoffrey M. Goguen	t	Daniel J. O'Donnell
	Lisa A. Bates		Andrew B. Golay		Jay Richard Oberman
	Peter G. Beck	t	Adam C. Gould		Michael D. Orlinski
t	John E. Beebe		Anna L. Green		Evan T. Papson
	Jonathan Beeson		Jennifer Kelleigh Greenough	t	Jonathan W. Parrott
	Kaitlin La Fleur Bentley	t	Kenneth B. Hampson	t*	Jinal N. Patel
	Andrew William Bergin		Eric S. Harrington	t	Regina C. Pawlewicz
t	Michael Jon Berman		Erick T. Hassett	t*	Maressa Perreault
t	Paul R. Blanchard		Sarah Terese Hemphill	t	Jonathan Pettis
t	Tyler J. Bloom	t	Margaret T. Heslin		Ashley A. Phipps
t	Alexandra E. Bogdan		Angela Marie Hillman	t	Cara Marie Pleau
t	Jamie Lee Bosselman		Derek C. Hintz		Todd Oliver Prescott
t*	Jessica E. Bowes	t	Brian T. Hoar	t*	Suzanne M. Pude
t	Courtney D. Burke		Jonathan P. Holm		R. Paul Putala
t	Kathleen Burnham		Meghan R. Hoover		Michael P. Quinn
	Thomas Ian Byrne		Timothy C. Hulings	t*	Apurva Rastogi
t*	Timothy R. Cahill		Victor V. Huot	t	Chelsea B. Reeder
t*	Charles Patrick Callahan III	t	Mary Elizabeth Jarvis		Stefani L. Reid
t*	Samuel Weston Carroll	t	Rhiannon L. Jefferies	t*	Sean P. Roach
	John H. Carver III		Mark Anthony Johnson		Robert Roy
	Julie Ann Castner	t	Sara Jonas	t*	Abigail A. Rubin
	Rachel Ann Cerrone		Christopher R. Kane		Nicholas T. Rubini
	Sovanna Chan Chau	t*	Andrew J. Kazeniac		Alex Savary
	Carolyn L. Clermont		Rebecca T. Kiley		Matthew F. Scanlan
t*	Krysten Kimberly Colby	t	Brian F. Kilpatrick	t	Adam M. Schwartz
t*	Brett Emerson Connelly		Erik Klevjer		Mark K. Seaburg
t	Christopher Michael Considine		Jennifer E. Kline	t	Aimee E. Seavey
t	Matthew R. Cool		Amanda Maria Koch		Andre D. Sevigny
	Paul Cooper		Elizabeth A. Kolios		Eric P. Silva
t	Joshua Thomas Cornell		Joseph Konfirst III		Matthew Sirois
t	Jennifer Courtney	t*	Amanda M. Koski		Katie A. Smith
t*	Fiona Meredith Coxe	t*	Brian J. Kulis	t	Lyndsey M. Sousa
	Matthew J. Coyne		Richard O. Labbe	t	Dianna M. St. Onge
t	Bryan Michael Crocker	t	Heather I. LaBranche		Benoit J. Steenland-Gilbert
t	Jennifer M. Davis		Jennifer Anna Landry	t	Scott E. Stefanowicz
t*	Paula Sharon Deardon		Katherine E. LaPierre	t*	Emily G. Steiger
t	James C. DeMone	t	Julie A. Lawlor		Justen B. Stevenson
	Katherine R. Dennechuk	t	Alaina A. Ledden	t*	Andrew Mark Stone
t	Deanna Jean Desharnais		Erick D. Leedberg		Aaron Michael Stronge
	Rebecca Fawn DeSimone	t*	Michael A. Lerra		Richard William Sturtevant
	Elizabeth Ann DeVries		Andrea Levasseur	t	Justin G. Swanson
t*	Matthew J. DiLeo		Bryan D. Lipsitz	t	Rebecca L. Sweetser
t	Andrew J. Dinsick		Vanessa L. Lopes		Kristin L. Szopa
	Christopher J. Dionne		Erin C. Lucey		Shannon K. Taff
t	Joshua J. Doolin	**	Wioletta Sylwia Ludwiniak	t	Christopher L. Thomae
t*	Geoffrey M. Doyle	t*	Ian R. Macumber		Kenneth D. Thompson
	Aaron James Drake	t	Kevin P. Majeski	t	Abigail Thorp
	Christopher W. Duane	t*	Jeffrey J. Malanson	t*	Lauren B. Tieuli
	Heidi S. Ducharme	t	Eric Philip Mannarino		Kimberly Marie Tocci
	Jonathan B. Duffy		Donald F. Marcotte		Marc Daniel Tocci
	Thomas P. Durkin	t	Melissa K. Maybury		Nicole M. Tracey
	Shannon L. Dymont		Joseph E. McAteer	t*	Christine Marie Turkovich
	Elizabeth A. Ebert		Daniel F. McCormick	t	Christopher M. VanVoorhies
t	Michael J. Ellis	t	Jessica Jeanne McElaney	**	Stefan Voltz
t	Marc J. Evans	t	Kathryn Margaret McGann		John F. Wagner
	Adam F. Faria	t*	Catherine Mary McGuirk	*	Nicole Janice Wallace
	Adam F. Fijalkowski		Tiffany Elizabeth McNeil		Ryan Z. Waters
t	Molly Elizabeth Finn		Louis N. Melanson		Scott D. Wentzell
	Kristin Clark Fisher	t	Joseph William Mercurio	t	Daniel B. Whalen
	Travis D. Fletcher		Juliana L. Miller	t	Jennifer White
t*	Amy Marie Ford		Charles N. Moisakis	t	Jeffrey S. Wilder
t	Keith A. Forest	*	Christopher David Mongeon		Nicholas George Wilder
t	David A. Fortin		Anthony J. Montano	t*	Casey Anne Tordella-Williams
t*	Nicole S. Frechette		Mark James Morawiak	t	Keith Woods
t	Donald J. Fucillo	t	William E. Morrill, Jr.	t	Mary N. Yann
	Laura L. Furman	t*	Charlyne M. Morrison		

Class Advisors: Mrs. Bryant
Mr. Quattrocchi

t Trustee Awards
* National Honor Society

**Honorary Diplomas

WESTFORD ACADEMY

Class of 1999
Graduation Awards

Westford Academy thanks the many organizations and families for their generosity and support for our students in the pursuit of their education.

These awards were presented at The Senior Awards Night, June 3, 1999.

WESTFORD ACADEMY TRUSTEE AWARDS for EXCELLENCE

Technology Education	Marc Evans	Mathematics	Timothy Cahill
French	Samuel Carroll		Adam Schwartz
Spanish	Adam Schwartz	Science	Adam Schwartz
German	Molly Finn	Consumer Family Studies	Kori Mussaw
Latin	Paula Deardon	Business Education	Daniel O'Donnell
English	Timothy Cahill	Music	Jeffrey Malanson
Social Studies	Timothy Cahill	Art	Christopher Considine
Computer Science	Adam Schwartz	Physical Education	Suzanne Pude James Gaudette

WESTFORD ACADEMY TRUSTEE FAMILY AWARDS

Bette Ross Hook , Trustee Scholarship Chairperson

Abbot Award	Matthew DiLeo
Arthur Griffin Hildreth Science Memorial Award	Paula Deardon
Barbara Hildreth Parkhurst Award	Apruva Rastogi
Barbara Wyman Shea Memorial Award	Christopher Antunes
Bertha Norris Hildreth Memorial Math Award	Brian Kulis
Charles Hildreth Colburn Award	Nicole Frechette
Daniel F. Provost Memorial Award	Jennifer Davis
Dr. Clarence D. Wright Science Award	Kenneth Hampson
First Lt. Jeffrey Peterson Memorial Award	Andrew Stone
Fisher Family Memorial Award	Timothy Cahill
Forty Memorial Award	Jennifer Courtney
Gordon B. Seavey Communications Award	Kerry Anderson
Julian Award	Samuel Carroll
Karen MacWilliams Memorial Award	Christine Turkovich
Mary L. Westcott Achievement Award	Sara Jonas
Nabnasset Boosters Club Award	Michael Lerra
Richard Hall Award	Adam Schwartz
Robert Shepherd Memorial Award	Lauren Tieuli
Ross-Hook Award	Fiona Coxe
Stone Award	Andrew Dinsick
Technology Arts - Arthur Bailey Merit Award	Marc Evans
William C. Roudenbush Memorial Award	Maressa Perrault
Thomas C. Pehrson Memorial Award	Chelsea Reeder
Pat Bradley Woman Athlete Award	Suzanne Pude, Catherine McGuirk
Class of 1995 Award	Richard Gaumer
Kathy Mayer Memorial Award	Ian Macumber
Christopher Hook Memorial Award	Daniel Whalen
Gordon B. Seavey Memorial Award	Aimee Seavey

Erin Elizabeth Goddard Memorial Award Presented by Deborah Goddard Stodolski	Mary Jarvis
Gary Franceschi Memorial Award Presented by Adriana Franceschi	Amanda Arseneaux, Andrew Dinsick
Hoebeke-Blanco Memorial Award Presented by Joseph Hoebeke	Christopher Considine
Shields Memorial Award Presented by Len Kulikowski	Krysten Colby
Steven Brian Wright Memorial Scholarship	Adam Gould
Westford Academy Art Club Award	Dianna St. Onge
Russ Carlson Pop Warner Football Award	Paul Blanchard
FAMILY & COMMUNITY AWARDS	
Anne Marie Bergamini Bowman Memorial Scholarship	Deanna Desharnais
Don W. Mason Cirrus/Outing Club Scholarship Presented by Patti Mason	Abigial Rubin, Elizabeth DeVries
Don Mason Achievement Award - Presented by Patti Mason	Mary Austin, Mary Jarvis
Dr. Lawrence Ross D.D.S. Memorial Scholarship	Charlyne Morrison
F.A.M.E. Friends Advancing Music Education	Timothy Cahill, Nicole Frechette, Laura Gendreau Brian Kulis, Jeffrey Malanson, Nicole Wallace Eric Mannarino, Casey Williams Jeffrey Malanson
<i>Greg Wadleigh Music Award</i>	
Friends of the Senior Center	Bryan Crocker
Frederick S. Healy American Legion Post 159	Bryan Crocker, Jeffrey Malanson
Marcus Tullius Cicero Award	Jeffrey Malanson
National Honor Society Award	Amanda Arseneaux, Amanda Koski Charlyne Morrison, Emily Steiger
Patricia Rotelli Peer Counseling Award	Abigail Thorp
S.A.D.D. Student Award	Jessica McElaney
Westford Garden Club	Molly Finn
Westford Academy Faculty	Fiona Cox
Westford Arts Lottery Council	Michelle Murillo, Rhiannon Jefferies
Student Council Leadership Awards	Fiona Cox, Margaret Heslin, Amanda Koski Charlyne Morrison, Emily Steiger, Andrew Stone
Westford Academy Alumni Association Awards - Presented by Norman Harkins	
<i>Elva Judd Rollins Award</i>	Suzanne Pude
<i>Charles L. Hildreth Award</i>	Daniel O'Donnell
<i>Ruth E. McDonald Award</i>	Melissa Maybury
<i>Ruth E. McDonald Special Award</i>	Abigial Rubin

Westford Athletic Boosters Club Scholarship	Christopher Antunes, Geoffrey Doyle, Joseph Galvin, Andrew Kazenaic, Catherine McGuirk, Anthony Montano, Suzanne Pude, Sean Roach
Westford Conservation Trust	Amanda Koski
Westford Education Association	Krysten Colby, Jeffrey Malanson
Westford Firefighters Association Award	Heidi Ducharme, Charles P. Callahan III, Matthew Cool
Westford Women's Club Award	Jennifer Moter, Casey Williams
Westford Kiwanis Scholarship	Mary Austin, Courtney Burke, Daniel O'Donnell, Suzanne Pude, Nicole Wallace
Westford Lions Club Verna Zaher Scholarship	Richard Labbe
Westford Newcomers & Friends Club	Christopher Antunes, Apruva Rastogi
Westford Police Association Scholarship <i>John L. Sullivan Memorial Award</i>	Donald Furcillo, Justin Swanson Joseph Galvin
Westford Rotary Club Scholarship <i>Edward M. Connolly Memorial Award</i>	Krysten Colby, Daniel O'Donnell, Aimee Seavey Christopher Antunes
Westford Youth Baseball Association	Adam Fijalkowski
Westford Youth Softball Association	Margaret Heslin
Westford Soccer Leadership Award	Nicholas Nahas
Nabnasset American Legion Auxiliary	Matthew Scanlan
Middlesex Savings Bank Association	Audrey Morse
John Daly Memorial Scholarship	Matthew Scanlan
Nabnasset Lake Country Club Scholarship	Nicholas Wilder
Sons of the American Legion	Nicole Frechette
Eugene Ekstrand Peace Award	Audrey Morse
Harry Smith Town Democratic Party Scholarship	Fiona Coxe
Westford D.A.R.E. Scholarship	Heidi Ducharme
Tim Heald Memorial Award	Joshua Doolin

These awards were given by colleges or organizations directly to Westford Academy students and shared with us. We wish to applaud these students and to share with the community our pride in their achievements.

Christopher Antunes	Boston Globe	Scholarship
Kerry Andersen	Syracuse University	Grant
Amanda Arseneaux	Loyola College, Maryland	Scholarship
Paul Blanchard	Lincoln Labs	Grant
Kathleen Burnham	University of Maine	Academic Scholarship
Jessica Bowes	St. Anselm	Grant
John Beebe	Elon College	Grant
Bethany Baillio	Lesley College	Grant
Timothy Cahill		National Merit Scholarship
Bryan Crocker	Boston University	Grant
Samuel Carroll	Gordon College	Scholarship
Matthew DiLeo	RPI	Grant
Andrew Dinsick	Veryfine	Veryfine Products, Inc. Award
Molly Finn	Cornell University	Grant
David Fortin	Merrimack College	Scholarship & Grant
Nicole Frechette	Vassar	Grant
Joseph Galvin	St. Anselm	Scholarship
Richard Gaumer	University of Maryland	President's Scholarship
Jeffrey Gallardo	Boston Globe	Scholarship
	Quinnipiac	Athletic/Academic Scholarship
	MIT	Children's Scholarship
Eric Harrington	Sons of Norway	Scholarship
Margaret Heslin	Plymouth State College	Grant
Kenneth Hampson	RPI	Dean's Scholarship
Brian Kulis	Cornell University	Scholarship
Rhiannon Jefferies	Reed College	Grant
Michael Lerra	Boston Globe	Scholarship
Heather LaBranche	Northeastern	Grant
Michelle Murillo	Boston University	Grant
Charlyne Morrison	Loyola College, Maryland	Grant
Jeffrey Malanson	Clark University	Scholarship
Jessica McElaney	Assumption College	Grant
Catherine McGuirk	Loyola College, Maryland	Scholarship
Eric Mannarino	Embry-Riddle	Grant
Daniel O'Donnell	University of Massachusetts/Amherst	Grant
Jinal Patel	Clark University	Scholarship
Jonathan Parrott	St. Anselm	Grant
Cara Pleau	WPI	Scholarship
Maressa Perrault	Hewlett Packard	Scholarship
Adam Schwartz	Prescott Davis Scholar	
Andrew Stone	George Washington	Academic Scholarship
Rebecca Sweetser	Johnson & Wales	Scholarship
Dianna St. Onge	Marymount	Art Scholarship
Christine Turkovich		Ellen Churchill Merit Scholarship
Kimberly Tocci	Colby-Sawyer	Leadership Scholarship
Jennifer White	St. Joseph's (PA)	Academic Scholarship
Nick Wilder	Florida Southern University	Grant
Mary Yann	Massachusetts College of Pharmacy	Academic Scholarship

THE CEREMONY

PROCESSIONAL: <i>Pomp and Circumstance</i>	Elgar
CLASS MARSHALS	Daniel Souza, Timothy Bye
NATIONAL ANTHEM	Played by Westford Academy Band and Alumni Blair Bettencourt, Director
WELCOME	Joseph Galvin, President
SALUTATORIAN.....	Timothy Cahill
HONOR SPEAKER ADDRESS	Brian Kulis
SPECIAL PRESENTATIONS.....	Class Officers
Joseph Galvin, President	Suzanne Pude, Vice President
Nicholas Nahas, Secretary	Brian Tate Shippen-Murray, Treasurer
CLASS SONG	"Tuesday's Gone" by Lynard Skynard
Performed by: Samuel Carroll, Thomas Durkin, Marc Evans, Joseph McAteer, Christopher Mongeon	
VALEDICTORIAN ADDRESS.....	Adam Schwartz

THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY

AND ACADEMIC EXCELLENCE AWARDS

Westford Board of Trustees - Mr. H. James Kazieniac, Presentor

CONGRATULATORY REMARKS.....	Dr. John A. Crisafulli
ALMA MATER.....	Sung by Nicole Frechette

PRESENTATION OF DIPLOMAS BY

Westford School Committee

Mrs. Sharon Boonstra
Mr. Lee England
Mr. Richard Faherty
Mrs. Margaret Murray

Mrs. Susan Flint
Mrs. Teresa Herrick
Mr. Timothy Martin

RECESSIONAL	Wagner
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RECEPTION FOR GRADUATES

Hosted by Class of 2001

Class Flower..... Rose

Class Colors....Maroon & Gray

ALMA MATER

*To thee, our Alma Mater dear,
We raise our voices high in cheer,
Our gratitude we would express
And pledge to thee our faithfulness,*

*Built high on Tadmuck Hill so fair,
By those whose mem'ry we revere,
She stands a beacon light for youth
To guide them in the way of truth,
On field of battle and in peace,
We strive thy glory to increase,
That ever shall dear Westford be
An emblem of fraternity.*

Written by Pauline Ferguson Cartford '45

Music by J. Baptiste Calkin

WESTFORD ACADEMY ADMINISTRATION

Mr. James P. Antonelli, Principal
Mr. Richard McHugh, Dean of Academic Affairs
Mr. Michael Parent, Dean of Student Affairs
Mr. Mark Lucey, Guidance Coordinator

WESTFORD PUBLIC SCHOOLS ADMINISTRATION

Dr. John A. Crisafulli, Superintendent
Dr. Kevin Dwyer, Director of Special Education
Dr. Marcia Lukon, Director of Curriculum
Mr. Everett Olsen, Business Manager

WESTFORD ACADEMY TRUSTEES

Mr. H. James Kazeniac
Mr. H. Arnold Wilder
Dr. Maurice Huckins, Jr.
Mr. A. Dana Fletcher
Mr. John E. Leggat, Esq.
Mr. E. Kennard Fletcher*
Mrs. Bette Ross Hook
Mr. Geoff Hall

Mrs. Eileen O. Anderson
Mr. Marden H. Seavey
Mrs. Barbara H. Parkhurst
Mr. Lloyd Blanchard
Mr. William J. Kavanagh
Mr. Alfred C. Wyman
Mrs. Helena A. Crocker
Joseph F. Lisi, Ed. D.

Honorary Member : Ms. Patricia Bradley

*Emeritus Member

Program Prepared By: Mark W. Fellows

Blanchard Middle School

John D. Doucette, Principal

On June 23rd, 326 members of the Blanchard class of 1999 celebrated the completion of their middle school years. The coming of the 1999-2000 school year will bring 348 sixth graders to the Blanchard community bringing the total number of students to an all time high of the middle school population in Westford. The growth at the middle level continually presents challenges and opportunities to the educators at Blanchard in maintaining our high educational standards and retaining a sense of belonging for all students. To make our large school smaller, Blanchard's educational plan requires three clusters (about 110 students) at each grade level.

The sixth grade teachers smoothly made the transition for our newest students. In an effort to develop creative and meaningful lessons, these teachers planned and implemented interdisciplinary units to connect all areas of the curriculum. Connections were made between language arts, mathematics, science, social studies, reading, and technology. Topics for these studies included, "Travel Across America," "Inventors," "Wetland Ecosystems," "Hyper-Studio-Autobiographies," "Mayas, Incas and Aztecs," and "Canada." Also the very successful and enjoyable "Acorns to Oaks" project which allows sixth graders to get to know a Westford senior citizen. In the coming year, foreign language (French, Spanish, German and Latin) has been added, for all students, to our sixth grade curriculum.

In early fall, the seventh graders climbed Mt. Wachusett where teachers provided students with team building activities. As culmination to their Immigration Study, the seventh graders boarded buses for a whirlwind trip to New York City. The day focused on a visit to Ellis Island. All seventh graders also participated in a multi discipline water unit which involved the study of both fresh and salt water systems.

An early fall visit to the "Witch Museum in Salem added a "real" glimpse to a unit on the Salem witch trials. Also this was the second year that all grade eight students had the opportunity to study a foreign language. Other activities, such as a trip to the theater to see Shakespeare's *Twelfth Night*, allow our students to experience the curriculum.

The Middle School programs and activities are designed to encourage young adolescents to develop and stretch their thinking skills as preparation for the more independent experiences at the Academy. For the second year, our students were administered the Massachusetts Comprehensive Assessment System (MCAS). These test results provide a look at how our curricula and instruction are aligned with the state curriculum frameworks. This year's professional development has been focused on strategies to help our students master the new Massachusetts Learning Strands and ensure that our present curriculum is aligned to the state curriculum frameworks.

Blanchard Middle School students demonstrated their talents and represented Westford proudly in many different arenas this year. Our math and Mock Trial Teams held their own in tough competitions. While the concerts and Recital Hour showcased the many talents of Blanchard musicians. Our chorus and orchestra had many participants in the Northeast District Music Festival. This year's production of *Beauty and the Beast* to full houses, delighting audiences of all ages. More than 100 students took part in this year's play production. Several hundred students also took part in Blanchard's successful sports programs. As always, sports provided our students with many life lessons. Blanchard athletes won league championships in two sports.

The Blanchard School Council has identified goal areas for the 1999-2000 year:

- To improve student achievement as measured by the MCAS tests and other performance measures
- To help each student reach his/her potential by providing input for continued growth and enhancement of the middle school experience
- To cultivate support in the community for the unique programs of Blanchard Middle School

In conclusion we would like to thank a number of staff members who have been “Middle School People” for many years, but for a variety of reasons, will not be at Blanchard for the upcoming school year (1999-2000). Our gratitude is extended to Mr. Robert Carpenter, Mrs. Patrice Dolan, Ms. Vicki Epler, Mr. John Indresano, Mrs. Lydia Seif and Mrs. Diane Smith.

UPPER ELEMENTARY SCHOOLS

ABBOT ELEMENTARY SCHOOL

Michele C. Nortonen, Principal

Abbot Elementary School's enrollment continues to climb with a student population that hovers at 500. This number promises to increase as new housing in the area reaches completion. This fall saw the completion of the renovation of the locker room into three classrooms.

Our students are fortunate to have a dedicated and conscientious teaching staff and very active Parent Teacher Association (PTA) who collaborate to meet students' needs and work cooperatively with one another to provide activities and events that appeal to all students.

CURRICULUM AND INSTRUCTION

Our Language Arts program provides students with a variety of tools to help them become independent strategic learners. The Silver Burdett/Ginn literature-based program is utilized to teach essential strategies and key skills in reading. Strategies are further reinforced through the study of literature using an assortment of trade books representing many different genres and levels of ability. A major portion of writing instruction is done through the writing process and includes both narrative and expository forms.

In Math classes, problem solving and mathematical reasoning are emphasized using the D.C. Heath math program and manipulatives. The grade 5 accelerated math classes use the Glenco math program.

The study of Social Studies through the MacMillan/McGraw textbook centers on five themes including responsible citizenship.

The text for our Science program is Accent on Science published by Charles E. Merrill. Children also benefit from hands-on science experiences in life, earth and physical sciences using Science and Technology for Children (STC) Science Kits as promoted by the National Science Resource Center.

In Health The Great Body Shop is used and supplemented by other resources including Here's Looking at You 2000, a drug education program. All of our fifth graders successfully completed Project D.A.R.E. under the tutelage of Officer David Welch and Officer Ray Peachey. Our third graders and fourth graders participated in Westford Fire Department's S.A.F.E. (Student Awareness of Fire Education) Program under the guidance of Don Parsons and Bill Stone, S.A.F.E. Coordinators.

Our Library curriculum involves assisting students in accessing information through the use of technology, electronic reference and print material, effective study skills, and the integration of research into all areas of the classroom curriculum.

Children participate in the Computer lab a minimum of 40 minutes each week. The technology program supports the curriculum and is considered another learning tool for the children.

Art, Music, and Physical Education classes are offered to the children once a week, and teachers in these areas make every attempt to integrate their disciplines across the curriculum areas.

In the spring, grade 3 students were assessed in reading skills through the administration of the Iowa Tests of Basic Skills. Children in grade 4 participated in the MCAS (Massachusetts Comprehensive Assessment System) tests. Questions were based on the Massachusetts curriculum frameworks in the areas of Mathematics, Science/Technology, and English/Language Arts.

Our third annual curriculum expo was held in June highlighting student products in every curriculum area. Over 40 students were asked to showcase their original inventions at the systemwide Inventors' Fayre held at the Westford Regency.

SCHOOL ADVISORY COUNCIL

The shared mission of the Abbot School, to develop the academic potential, improve the emotional well being, and enhance the social development of each child was accomplished through the goals of our school improvement plan:

- (1) To provide a challenging, child-centered, learning environment in which students are supported and achievements are acknowledged.
- (2) To foster respect, responsibility, decision making, and life-long learning skills.
- (3) To promote parental and community involvement.

Sincere thanks are extended to the members of our School Advisory Council who met monthly to help us frame and achieve an action plan to meet the goals:

Co-chair Karen Mario; Parent Representatives Glen Shenkin, Cynthia Peraner, and Nancy Schiavone; Community Representative Kathy Fellows; and Staff Representatives Karen McKenna, Esther Wikander, and Marge Nardini.

NABNASSET/ABBOT PTA

This was another successful and rewarding year for the Nabbot PTA with the leadership of Co-Presidents Lee Ann Alden and Judy Victory, Treasurer Janice Ryan, and Secretary Sandra Kilday. The enrichment committee sponsored many programs for the schools such as “Explore the Ocean Floor”, “Scot Cannon, Conflict Resolution”, “Jeff Davis, An American Sampler”, “Garry Krinsky, Toys Alive”, “Lowell National Park Workshops”, and “Bay State Colony Educators”. Volunteer efforts by parents and guardians were again very strong this year. Volunteers participated in many areas to enhance the quality of education of Nabnasset/Abbot students. These areas included the libraries, the disability awareness programs, Wee Deliver, classroom parties, field trip chaperones, school store, phone tree, teacher appreciation luncheons, fifth grade farewell, and field days. The PTA sponsored a variety of new programs such as Market Day, Math and Science Night, and Technology Night (sponsored by Microsoft). The monies raised throughout the year funded not only enrichment programs, but also equipment, classroom and library resources and staff development not normally covered in the school department budget. The PTA also contributed funds in support of the following efforts: American Education Week, Odyssey of the Mind, Abbot and Nabnasset Grounds Beautification and School Council suggested improvements. The year ended on an upbeat note with a Volunteer Appreciation Evening hosted by the Abbot and Nabnasset Staffs.

PROFESSIONAL DEVELOPMENT

An in-house staff development committee prioritized staff needs, identified resources, and promoted participation at workshops and conferences. It was determined that our staff would pursue development in the areas of curriculum frameworks and alignment, interdisciplinary teaching methods, and integration of technology into the curriculum. Throughout the year, flexible groupings of teachers met regularly and worked collaboratively to expand their experiential base of knowledge.

COMMUNICATION

Steps taken to facilitate open communication between the home and school include a monthly principal to parent newsletter; an open invitation for parents to join their child for lunch any time; books, pamphlets, and videos on parenting issues and educational trends available for parents to check out; an invitation to families to attend monthly school-wide assemblies and PTA sponsored enrichment assemblies; and a calendar of school related events distributed monthly to families. The faculty meets twice a month to

discuss curriculum concerns, policies and procedures, and other school related issues. In addition, the elementary principals meet as a team at least monthly to insure the coordination of systemwide activities and to foster professional sharing. Effective relationships with the community have been realized this year through our continued association with the residents of Westford Rehabilitation Center; through our association with UNICEF; through our participation in the community's food pantry drive; and through our school's participation in the annual Pig 'n Pepper festivities and the annual Strawberries 'n Arts Festival. In addition, we keep the community informed of school highlights by submitting articles and pictures to the Westford Eagle, by displaying school projects at Fletcher Library, and by distributing monthly principal newsletters to town departments.

STUDENT ACTIVITIES/RECOGNITION

A significant amount of time this year was spent promoting students' self-esteem and building school pride. Every month the entire school came together to celebrate school spirit assemblies. At these assemblies student and staff birthdays were acknowledged and specific students were recognized for academic achievement, outstanding effort, and exemplary citizenship. Our code of conduct revolves around two themes, respect and responsibility, and was often the theme of the principal's address to the student body. Special events and activities in which students participated include: Inventors' Fayre, project S.A.F.E., hot shots competition, poster contests, move-up days, grade 5 camp, field trips, Project D.A.R.E., chorus, band, and strings concerts, visits to Westford Rehab, holiday parties, etc. Evidence of our students' work is apparent as one enters the school and their creative writings have been published in the Westford Eagle and in a national publication, The Children's Anthology of Poetry by Young Americans.

CONCLUSION

We take pride in the accomplishments of our students and staff and convey this message by the ways in which we develop school atmosphere, maintain our school facility, establish high expectations for student achievement, and present learning experiences.

ABBOT STUDENT PLEDGE

I will have faith in myself, I will succeed
and most of all, I will reach my goals,
I promise to take the responsibility to do my work,
to have self-respect and self control.
I can learn and I will learn!

NORMAN E. DAY ELEMENTARY SCHOOL

Kevin Regan, Principal

The Norman E. Day School completed it's seventh year as an elementary school with pupils in grades three through five. The school year concluded with a five classroom addition near completion. The school addition created the need to remove the structure many children enjoyed playing on at outdoor recess. During construction the number of students permitted to participate in outdoor recess changed, as well as the location. Due to the need for additional classroom space the Computer Lab was relocated to the second floor. The general music and art programs were conducted in classrooms instead of within a separate instructional area. These two areas were used as Grade Four classes. The installation of ceiling fans was commenced during the spring, 1999 and is scheduled for completion during the summer, 1999. The beautiful, new school sign (class gift from the Day School Grade 5 Class of 1996-1997) was installed at the main entrance to the school adjacent to East Prescott Street. The three picnic tables (class gift from the Day School Grade 5 Class of 1997-1998) were received and placed on the playground. Thank you to these two great classes for their generosity!

CURRICULUM AND INSTRUCTION

All classes in our school implemented the Building Community curriculum which introduced students to the Code of Conduct and established a school-wide social curriculum. Process Spelling was implemented into all grade three classes and will enhance student spelling skills. For the fifth consecutive year Westford Community Safety Officer Ray Peachey implemented the DARE (Drug Abuse Resistance Education) Program with all Grade Five students. Don Parsons and Bill Stone, Westford firemen, presented the S.A.F.E. (Student Awareness of Fire Education) Program to all students in grade three and four focusing on the importance of how to prevent fires at home and proper respond during a fire emergency. Students in all grades participated in the Inventor's Fayre within the school and numerous Day School children qualified and participated in the system-wide Fayre conducted at the Westford Regency. In the Media Center Library Coordinator Mrs. Sandy Kelly and Library Assistant Mrs. Abby Gilbert conducted another successful Human-i-tees fundraiser with the proceeds used to purchase print materials and technology in the school Library. In the spring Grade Three students completed the state mandated Iowa Test of Basic Skills which tests vocabulary, reading comprehension, and spelling. Grade Four children were assessed through the Massachusetts Comprehensive Assessment Program (MCAS). The MCAS testing was completed in the areas of Math, English/Language Arts, Science/Technology, and History/Social Science. Our annual Curriculum Expo was conducted for Westford community members to showcase student learning and accomplishments. During the fall and spring children were administered DRP (Degrees of Reading Power) tests. The results of the power reading test were utilized to match student silent reading comprehension to literature books. Reading Lab was piloted in six classes in the building. This initiative matched four staff members (two classroom teachers, special education teacher, and Reading Resource Facilitator) to regroup students as literacy skills were being taught. Staff was able to work with pupils in smaller groups based on student academic needs. Extension activities were offered for students in the building as well as grade level field trips off-site.

ROBINSON/DAY P.T.O.

The Robinson/Day P.T.O., with leadership from Co-Presidents Carolyn Levitsky and Jayne Stafstrom, supported all of the many parent sponsored events at both elementary schools. Some of the fund-raisers completed during the year were Gift Wrap Sale, Pumpkin Fair, Boosters, Market Day, and the Ice Cream Social. Services provided by the P.T.O. included the School Store, Grade Five Signature T-Shirt, Holiday Shop, Book Fair and Lunch Fund. At the September P.T.O. meeting elections were held for the vacancies with parent representatives on the School Advisory Councils. Parents volunteered in the school as teacher helpers, guest speakers, Party Parents, Media Center work, Field Day, field trip chaperones, and as committee members. The Math and Science/Technology Center Committee met regularly to discuss material needs in these three curriculum areas. The Enrichment Committee provided many meaningful opportunities for children linked to our curriculum. We thank the Robinson/Day PTO for their incredible support, assistance, and dedication.

SCHOOL ADVISORY COUNCIL

The 1998-1999 school year was the sixth year School Advisory Councils were mandated in the state as part of Education Reform. The nine members of the Day School Advisory Council included: Co-Chairs Sandy Woodburn-Blocker (Parent Representative) and Kevin Regan (Principal), Community Member Lois Dodson, Parent Representatives Jan Nolan, Lynne Rothstein, and Nancy Tang, and Teacher Representatives Joy Bonenfant, Barbara Cope, and Wanda Hall. Some of the completed action items from the 1998-1999 School Improvement Plan were: to solicit members for a grant writing committee, 15 students from Westford Academy and Blanchard Middle School participated in a partnership program by tutoring Day School students, mailed notices to area colleges and universities seeking interest in a satellite program for future teachers, and surveyed approximately 200 elementary schools to identify excellent academic extension activities.

PROFESSIONAL DEVELOPMENT

During the 1998-1999 school year the Day School utilized a site-based team to identify staff training needs and priorities. The two system-wide professional development days were used for infusing technology into the classroom, and differentiated instruction. Many faculty members attended graduate courses, workshops, and conferences to expand their understanding in areas related to their teaching responsibilities. Day School staff, along with other teachers from the school system, worked on program development in many of the curriculum areas. Teachers were trained on the use of a rubric to score student written responses. This training was provided by Abbot School Principal Michele Nortonen and Abbot teacher Lori LeBlanc. The rubric is the same numerical system used to score student written responses to the MCAS English/Language Arts long composition. All grade three teachers were trained on the Process Spelling Program. New teachers to our school were matched with a mentor as part of our system-wide Mentor/Mentee Program. Some staff members in the school were involved in analysis of the MCAS results. This exercise assisted our staff for identification of skill areas our students performed best and others needing attention.

COMMUNICATION

Communication continues to be an area we deem vital to a positive home/school connection. We distributed the "NED CONNECTION" which is a periodic update from the school administration keeping families informed of special events and activities. Other modes of communication included the "Wednesday Word" coordinated by the Robinson/Day P.T.O. and parent Pat Stark, Grade five mid-term alerts, parent/teacher conferences in November and April, Parent Communication Form, Student Information Form, Teacher Assistance Team meetings, School Visitation Day, visits to music classes during Music in the Schools Month, Open House, and incoming Grade 3 Parent Orientation. We continued to distribute "Look What's Happening at the Day School" quarterly which emphasized upcoming curriculum and extension programs. A Public Forum was conducted with interested parents in the fall, 1998 to discuss concerns with the lunch/recess schedule. At the conclusion of the first three marking quarters letters were forwarded to the parents of students with deficient school attendance.

STUDENT ACTIVITIES

Students in the Day School participated in many activities such as: Grade Five Leader's Club, grade level field days and Move-Up Days, Grade Five Camp, Grade 5 Completion Ceremony and Reception, Memorial Day program, Award's Day programs, DARE Graduation, Ice Cream Social, Spaghetti Supper; Grade 5 Play, Grade Five Special Chorus; Choral concerts, Strings and Instrumental Concerts; three classroom holiday parties, Human-i-tees fund-raiser, Spirit Days, Hunger/Homeless Week Food Drive, grade level Family Math & Science Nights in grades 3 and 4, Technology Integration Night in grade five, S.T.A.R.S. assemblies, American Education Week Guest Readers program, Grade 2 Student Orientation Day, and New Student Orientation.

RECOGNITION

During the school year students and staff were recognized for making contributions to our school. At the annual Awards Day programs students were recognized for excellence in music, art, and physical education, perfect attendance, Students-of-the-Month, Odyssey of the Mind, Tour Guides, Spelling Bee winner Kelley Tu, students who distributed AM Bulletin, participants in the Inventor's Fayre, and S.T.A.R.S. awards winners. Recipients of the Gary Franceschi Memorial Scholarships for positive citizenship were Tim Smith and Elizabeth Melchin. At the Grade 5 Completion Ceremony students were recognized for their successful completion of elementary school with a certificate. The winners of the Principal's Awards were Thomas Mante and Kerry Hayes. The recipients of the Memorial Scholarships at the Memorial Day Program were: Justin Joyce for the Mary Ellen Bissonette Award for excellence in physical education; Lindsay Liu for the David M. Lemire Award for excellence in music; Jessica Bettencourt receiving the Derek R. Wisnowski Award for citizenship; and Kate Jurkiewicz for the Nicholas Philip Colgan Award for Creative Writing. Individual professional and support staff were recognized at monthly faculty meetings for their involvement, communication, respect, and responsibility. We also recognize the hundreds of hours WestNet volunteers made to connect our entire school to the InterNet. Also we wish a long and happy retirement to Mr. Don Babin, who retired in November, 1998, after many years of service to the Westford Public Schools and youth of our community.

FUTURE PLANS

In the upcoming year we anticipate the five classroom addition to be completed to begin the next school year. We will be changing the Library model for 1999-2000 by having students continue to attend the Library weekly but shorten these sessions so students and classes can also attend the Library at other times throughout the week. The Roudenbush Community Center is developing plans to conduct their extended day program in our school. This will allow students in grades 1-5 throughout Westford to attend the program either before or after school. Next school year we also anticipate the following changes: LEAP (Literacy Education Acceleration Program), extend Reading Lab to include all students in the building, implement a new grades 4 and 5 spelling program, and continue examination of the current report card. We thank the Grade 5 Class of 1998-1999 for the donation of the electronic message board and wish all members of the class the very best in their future activities.

PRIMARY ELEMENTARY SCHOOLS

NABNASSET ELEMENTARY SCHOOL

Diane Brogan, Principal

During the 1997-98 school year, Nabnasset School finished their renovation and construction project. All areas of the building were available to students including the new cafeteria and the library/media center. Students were able to have music and art in separate classrooms instead of in their own classrooms on a cart. School enrollment at the end of the year was 525 students in Kindergarten through second grade. This year marked the beginning of a new multiage program which combined pre-first and first grade students.

PARENT / COMMUNITY INVOLVEMENT

The Nabbot PTA officers for the 1997-98 school year were Liz Adams, President, Marcy Lomen, Vice President, Marge Hendricks, Secretary, and Janice Ryan, Treasurer. The PTA, through its fundraising activities, sponsored many enrichment programs for the students. David Parker was back again to introduce sign language to all of the students. The Krackerjack Theatre also returned to perform "The Frog Prince" in the gym to the delight of all. The Bamidele Dancers and Drummers entertained with songs and dances from Africa and presented workshops to the second grade students, teaching them some of the dances. The North Winds Woodwind Ensemble played for the first and second graders. Science activities included Mr. Dick Devlin, Meteorologist, explaining weather to the first graders, and Mr. Magnet showing second graders the properties of magnets. The Kindergarten classes were able to "Explore the Ocean Floor" with live ocean animals and to view "Michelle's Menagerie" featuring animals from the Rainforest. The Zoomobile brought all kinds of animals for the entire school to see. Parents on the enrichment committee who arranged for these presentations were Ellen Martins, Jean Smith, Theresa Fingerhut, Chris Robbins, and Nancy Schiavone.

The Nabnasset School Council for 1997-98 was co-chaired by Principal, Diane Brogan and Parent member, Regina Conway. Other parent members included Scott Harkness, Kathy Souza, and Mariclare O'Neal. The community representative to the Council was Charlene Tutein. Teacher members included Dora DesAutels, Pat Rooney, and Rebecca Sawyer. The main charge of the Council this year was to choose and erect the new playground equipment for the school. This was completed in June with the help of 56 parent volunteers, one week prior to the close of school. The Council also supported the creation of the "Nab Lab", an outdoor science classroom in the school courtyard, which was coordinated by Council member Dora DesAutels and parents Maryann Capello and Teresa McLean. Eagle Scout, Mike Tannahill, built 5 planter boxes for the courtyard as his Eagle Scout project. Many plants were donated by parents and the Westford Garden Club. The Westford Partnership also donated \$1000 as a mini-grant for the purchase of necessary materials for the Lab. The Partnership also donated \$700 to the school to purchase an indoor growing cart on which to begin growing seeds.

Guest readers from the community once again visited the classrooms during American Education Week. The fire department also expanded its SAFE (Student Awareness of Fire Education) program to include both first and second grades this year. First graders learned about match and lighter safety, with second grade learning about "crawling low in smoke" as well as the importance of developing an escape plan for home.

The Inventors' Fayre was held in April with judges from the community selecting Cory McGrath, Nicholas Joyce, Colin Garvey, Jack Foley, Robert Dick, Sarah Orton, Colin Royal, Bradley Blickenstaff, Lucy Bergin, Laurie Michaels, Bridget Smith, Laura Osgood, Elaine Severo, and Mark Gozzo to represent Nabnasset School at the Systemwide Inventors' Fayre. The Curriculum Expo was held in May with classes displaying projects from the year in the gym for the community to view.

CURRICULUM/STUDENT ACTIVITIES

Field trips this year also provided enrichment to the students at Nabnasset School. The Kindergarten classes went to Southwick Zoo to view the rainforest animals which they were studying in class. They also traveled to the Museum of Science in Boston to see the Planetarium show during their study of "The Night Sky". First grade went to Boston for the "Make Way for Ducklings" tour and to George Hill Orchard in Lancaster as part of their study of apples. The Pre-first/first grade multiage classes went to The U.S.S. Constitution and presented them with \$416. which they raised in school through their "Pennies for the Constitution" campaign. They also visited the Aquarium in Boston as part of their study of the Ocean. Second grade classes went to "Papillon Park" in Westford while studying butterflies and the process of metamorphosis. They also traveled to Worcester to the New England Science Center and viewed the Planetarium presentation along with the many other science exhibits. The Pre-first, first, and second grade classes all went to the University of Lowell in May to the "Students Meeting the Arts" program which was a series of plays for children based upon current literature. This trip was funded by a grant from the Massachusetts Cultural Council.

Whole school assemblies were held on "Zero Days" - the 10th, 20th, etc. days of school. These assemblies featured different classes and students and served as a school-wide community building activity. Spirit days included "Hat Day", "Dalmatian Day", and "Pajama Day". A playground committee consisting of student representatives from second grade, chose items upon which the entire student body would vote, to be included in the new playground structure. The committee counted the votes and reported the results at a whole school assembly. Students also trick or treated for UNICEF, collected food for the Westford Food Pantry, raised over \$200 for the Pantry with their "Holiday Helpers" program, and collected books for school children in Lowell.

A Code of Conduct was created this year as part of the system's Peaceable Schools initiative. The Code will be implemented in the 1998-99 school year but an initial piece of it began this year with the "Caught Doing Good" program. Students could be caught doing good deeds by staff and other students alike and would receive a certificate and "Caught Doing Good" pencil in recognition of their efforts.

FUTURE PLANS

A partnership with Tufts University has been established this year, along with Robinson School, to provide staff with Professional Development opportunities. The goal of this partnership is to improve student learning through differentiating instruction in order to meet the needs of all learners. The 1998-99 school year will provide staff with professional development tailor made for their needs and interests.

Nabnasset School will be piloting two first/second grade multiage classes. There will also be a Reading Recovery program in place for first graders in need of reading intervention.

ROBINSON ELEMENTARY SCHOOL

Grace Wai, Principal

During 1997-98, Robinson School had many staffing changes. We welcomed half-time assistant principal Erik Ruhmann, kindergarten teacher Kristen Wikander, second grade teachers Susan Atkisson and Maryanne Wilson, multiage teacher Connie Jaquays, art teacher Melissa Quattrochi, special needs teacher Wendy Orazio, and guidance counselors Mary Terrio and Karen Grenier. Parents and the community continued to generously support our school through volunteerism. The PTO provided funds for wonderful enrichment programs benefiting our children.

PARENT/COMMUNITY INVOLVEMENT

The Robinson School Advisory Council was co-chaired by principal Grace Wai and community member Kelly Mehos. Parent members were Jen Montgomery-Rice, Emily Welch and Sandra Woodburn-Blocker. Staff representatives were Erik Ruhmann, Kristen Wikander, Barbara Callaghan, and Marilyn Frank. The council worked to promote the goals approved by the Westford School Committee in May, 1997. For the 1998-99 school year, we plan to support developmentally appropriate practices through professional development with Tufts University, liaison with NetDay to improve technology offerings, explore developing a relationship with senior citizens, support parent education forums, and hold coffees with the principal.

Jayne Stafstrom and Cathie Williamson acted as co-presidents of our PTO. Pat Stark produced *the Wednesday Word* bi-weekly to keep parents informed. Cheryl Smith produced the monthly calendar. Enrichment activities sponsored by the PTO greatly enriched the curriculum at our school. Examples of enrichment programs included Nikki Hu to complement our Japan unit, Dr. T (recycling message), and all school assembly on the rainforest.

CURRICULUM AND INSTRUCTION

The principal, staff, and parents participated on a focus group to learn more about the social curriculum through reading and studying The Responsive Classroom together. The main thrust of this focus group was to recognize that teaching social skills must be embedded in the curriculum and that we can help teach students to care, be a positive member of a classroom community, school community, and world at large. Some of the themes studied in our accredited kindergarten this year include: Space, Rain Forest, Eric Carle, and the earth. In first grade, students benefited from bringing home special backpacks with reading for family fun. Each backpack contained books and activities under a theme. Second graders studied Japan, immigration, butterflies, soils, and weighing and balancing. The publishing center was available through the volunteer effort of Maryfran Marecic and Vivian Robins.

Our Multiple Intelligences Unit was a great success. The staff planned a unit under the all-school theme of "Let's Make a Difference in Our Environment". Preschool students studied "water". Kindergartners learned about the rainforest. First graders explored recycling. Second grade and Multiage students learned about endangered species. The culminating activity was an Exposition, an evening for parents to view student work. The PTO's enrichment committee made arrangements for a performance on recycling for the community.

STAFFING

Two additional multiage (first/second grades) classes were taught by Sharon Petraske and Connie Jaquays. Marilyn Frank and Darlene Faherty embarked on their second year of teaching multiage classes. Bonnie Oliphant moved up to first grade with her pre-first students. Barbara Callaghan moved up with half of her kindergarten class and taught first grade. These programs were very successful. Next year, Robinson will have four multiage classes, eight kindergartens, one "looping" (where the teacher moves up with his/her children and then goes back the following year) class, seven first grade and seven second grade classes. (Total of 26 sections.)

TECHNOLOGY

Robinson has been fortunate to have computer donations from two high tech firms and parents. NetDay volunteers will work on these donations and enable us to have an internet accessible lab for small groups of students. Every classroom has at least one computer which is wired for electronic mail and internet access.

CONCLUSION

Grace Wai completed her second year as principal of Robinson School. Parents and the community have been extremely supportive. We strive to work together to provide a rich educational foundation and experience for the children and families we serve.

SPECIAL EDUCATION

Dr. Kevin Dwyer, Director

Last July 1997, Congress reauthorized the Individual with Disabilities Education Act (IDEA-97) and emphasized that special education was not to result in separate curricular programs for students with disabilities, but was intended to ensure that disabled students remain in the regular education classroom unless removal is necessary because the nature or severity of the student's disability is such that education in the regular classroom, even with supplementary aids nor services, cannot be achieved satisfactorily. Congress also specified that students with disabilities must be included in state and district-wide assessment programs, with appropriate accommodations, when necessary. IDEA-97 emphasized three elements: access to the general curriculum, high expectations, and accountability. The special needs staff in Westford has worked hard all year addressing these fundamental issues. Much time was devoted training staff on how to develop goals or objectives for the IEP to ensure that the student is successful in the general education curriculum. Fifteen special needs and regular class staff, representing each school in Westford, participated in an intensive five day training program at the close of this school year to develop and implement strategies to help special needs students meet the learning standards in the State Curriculum Frameworks. Much training was provided to special needs staff on to include all students with disabilities in the statewide assessment program. More direction is needed from the State to ensure that testing accommodations are being offered to the right students and under the right circumstances.

There were one-hundred and forty-one (141) referrals to special education this year. Eighty-four (84) met the eligibility criteria for special education, while fifty-seven (57) did not meet the criteria for special education. In order to be considered handicapped or special needs in Massachusetts, the evaluation team must determine that the student has a disability, and that the disability is preventing the student from making effective progress in school. This number represents a minimal increase of thirteen (13) referrals from the previous school year. The largest student increase occurred at the pre-school level, necessitating additional staff of a pre-school teacher, speech/language therapist, and occupational therapist. We are also receiving more referrals for severely handicapped and medically involved children requiring more staff to ensure their safety and on task behavior. There were seventy-nine (79) students dismissed from special education services; fifty-four (54) had met their IEP objectives and no longer needed services, while twenty-five (25) special needs students terminated services by graduating this year. Altogether, the special needs department serviced a total of five-hundred and twenty-six students (526) this past school year, and the percentage of special needs students at the present time remains at 11%, well below the state average of 17%. The special needs staff is very thorough with their evaluations, and work closely with parents to ensure that only handicapped students are being identified as special needs. Much credit must also be given to regular class teachers who work hard every day providing for the diverse learning needs of their students, keeping unnecessary referrals to special education to a minimum.

However, the number of children being serviced in Westford Public Schools under Section 504 of the Americans with Disabilities Act is increasing each year. These children do not qualify for special education services because they are making effective progress in regular education, but are entitled to specific services and accommodations under federal law because of a physical or mental impairment that substantially limits a major life activity. Section 504 prohibits discrimination against handicapped persons, and children who qualify under this law must be provided with the accommodations and special services necessary to benefit from school. It is important to realize that Section 504 is not an aspect of special education, but rather the responsibility of the comprehensive public education system. As such, building administrators are responsible for its implementation within districts. There are approximately thirty (30) children in Westford receiving services under this law for a variety of physical and mental impairments. Such conditions range from a student who is temporarily disabled because of a car accident, to a student with cerebral palsy who is permanently confined to a wheelchair. More clarification is needed from the Department of Education to determine eligibility criteria under the law.

The special education department was awarded \$162,405 in federal grant monies for the 1997-98 school year. The monies were utilized to continue funding for a school psychologist, an occupational therapist, and two teaching assistants. Some of these monies were used to fund specialists in the areas of vision, hearing, mobility, and behavior to work with our low incidence population. We also received \$18,620 in early childhood monies to fund a teaching assistant in our integrated preschool program, one hundred (100) hours of community screening of children, and additional hours of occupational therapy services. An additional \$16,501 was funded by the Department of Education to assist teachers in providing opportunities to achieve the learning standards in the Ma. Curriculum Frameworks. Fifteen (15) regular and special needs staff participated in a five day workshop to increase their knowledge to create integrated classroom communities to engage all students in challenging learning experiences. We also received state reimbursement as a Medicaid provider of special needs services, and have returned \$25,000 to the town during this past school year. The cost of special education is increasing every year, and much effort is made each year to find ways of keeping costs in check. By creating new programs and hiring additional staff in special education, many students are returning from costly out of district placements, saving the town thousands of dollars. A good example of this is the new School to Work program at Westford Academy that allows students the opportunity to get real life work experience at a community based internship in a business suited to their interests. Students follow a reduced academic schedule each day, and then report to a job supervised by a job coach and employer. This has helped to motivate many students to stay in school to earn their diplomas. By having our own special education transportation program, we have saved the town more than one million dollars in costs based on the last public bid in 1986. The transportation program is efficient and well managed thanks to the dedication and commitment of our drivers and dispatcher who make the safety of their passengers their number one priority.

Kindergarten screening was held last September and a total of 352 children were screened for special needs at both the Robinson and Nabnasset Schools. This number represents an increase of 37 children from the previous year. Kindergarten screening is state mandated and designed to provide a non-intensive scan of children in order to identify those children who should be referred for an evaluation. The screening program must be completed no later than October 31 of each school year. Based on the standardized norms presented in the screening inventory, and using local norms, only one student failed the screening, and he was in the process of being evaluated for special education. Five additional students scored below the mean, and were considered at risk in Westford, and were referred for a special needs evaluation. Seventeen other students were placed on the watch list, and monitored by a special needs teacher throughout the year. Three of these students were eventually referred for an evaluation. The screening staff met with the parents of all the children who scored below the mean to discuss the results and possible recommendations. The screening staff is comprised of special needs teachers, speech/language pathologists, occupational and physical therapists, and guidance counselors, all proficient at distinguishing developmentally young children from children with handicapping conditions. A new Kindergarten questionnaire was utilized for the first time which parents found it to be more user friendly.

There were several professional growth opportunities offered this year to improve the quality of services to the special needs students in Westford. Thirty (30) special needs teachers and reading facilitators participated in an intensive ten hour workshop on the Wilson Language Training Program designed to introduce teachers to the principles of multisensory structured language education. Six(6) of these individuals will be selected to participate in the Level I Certified Training Program for the coming school year, and once certified will serve as future trainers for years to come. Twenty(20) special needs and regular class teachers participated in a four hour workshop on Attention Deficit Hyperactivity Disorder (ADHD) to better understand the neurological implications of ADHD, and to learn how to work with parents to keep children from unnecessarily being labeled and medicated for ADHD. Much attention this year was spent reviewing the new guidelines for state mandated testing and discipline procedures for special needs students with the Leadership Team and special needs personnel. Several special needs Parent Advisory Council meetings were also devoted to discussing how these new regulations would effect their children. Once the

testing results from the MCAS are known this Fall, specific guidelines will need to be established to address how to provide for the learning needs of students who fail state testing. The role special education will play in the remedial process is unclear. It is anticipated that grant monies will be available this coming school year to help teachers in providing opportunities for students with disabilities to achieve the learning standards in the curriculum frameworks.

With more young families moving to Westford each year, referrals to special education are on the rise. Many preschool children with substantial special needs are being referred for services. We are fortunate in Westford to have a Superintendent of Schools and School Committee committed to servicing special needs children. Unfortunately, each year during budget deliberations, the School Committee often has to choose between funding regular education or special education programs. The State needs to provide more financial reimbursement to school districts so that the educational needs of one group are not being funded at the expense of another. Hopefully, new legislation will be forth coming to address this important issue.

PLANT OPERATIONS

Everett Olsen, Business Manager

Many maintenance and facilities improvement projects were accomplished during the 1997-98 School Year. These preventative and corrective maintenance activities have helped to lower our overhead operating costs and have provided additional classroom spaces in our buildings. Each summer a number of routine maintenance inspections and repairs are conducted at each school facility. The heating plants in each school are serviced by an outside contractor and thoroughly inspected by the Town's insurance carrier; emergency generators are inspected and serviced as needed; gym floors at the Abbot, Blanchard, Day, Westford Academy and the Robinson Schools are screened, repainted and refinished; our alarm systems in all buildings and fire extinguishers are inspected by companies specializing in this service and are repaired as needed; our gymnasium equipment is thoroughly inspected and repaired by an outside firm specializing in this service; playground equipment is inspected and new sand or bark mulch is added to the base under and around each piece of equipment; finally, the buildings are inspected, as they are annually, by the Town's building inspector, the Fire Department and Town Environmental Engineer prior to the opening of schools. The aforementioned routine inspections and repairs are conducted each summer in an effort to maintain safe facilities which leads to a reduction in our liability exposure and a decrease in the schools' overhead expenses.

Additionally, our HVAC equipment in all schools is periodically inspected and serviced. Our indoor air quality has been an important priority over the past 10 years. Our filters are changed in all schools several times a year and repairs are made to equipment to ensure proper operating conditions throughout the year. Several times during the year we contract with an environmental firm to conduct air quality tests, on a rotating basis, throughout our schools. We do this to ensure a sufficient air exchange in all classrooms and offices which leads to safe air quality standards throughout our buildings. The results of all air quality tests are kept on file in the Business Manager's Office and in each respective school office.

At the Abbot School, the former boys' locker room was converted to a music room for instrumental instruction. The room was painted, lights were installed, carpet and sound deadening materials were also installed. The original wooden shelves in the kitchen storage area were removed and replaced with new metal shelving; 9 classrooms and the cafeteria food storage area were painted by our summer maintenance paint crew. The paint crew consists of college students from Westford, who are hired to assist our maintenance staff in accomplishing much needed building improvements. Abbot, Day and Robinson Schools were the focal point of our painting efforts during the summer. The employment of college students saves the School System a substantial amount of monies compared to outside contract services.

At the Blanchard School, approximately 20% of the lighting ballasts were replaced throughout the building and the gymnasium was retrofit with direct metal halide lighting. The School Department a joint effort with the Massachusetts Electric Company in this gymnasium lighting retrofit. The Massachusetts Electric Company's Energy Initiative Program essentially funded one half of the cost of the gymnasium lighting retrofit. This retrofit is anticipated to reduce our energy consumption in the gymnasium by approximately 15% while providing a much higher level of lighting throughout the gymnasium.

The major project at the Day School involved the conversion of the former locker and shower rooms into classroom spaces. Two very bright and attractive classrooms were created from the former shower facilities allowing us to accommodate the increase in enrollment on the first day of school. In addition to the locker room conversion, 11 classrooms and ceilings were painted by the summer paint crew and 21 tackboards were installed in various locations throughout the building to facilitate the exhibit of student work. A handicap ramp was constructed and installed in the cafeteria by our maintenance staff which provided important handicap accessibility to the stage.

A rather unusual project was completed at the Robinson School. Westford Public Schools entered into an agreement with a company on a research grant from the Department of Energy. The nature of this grant was to design and build an extremely energy efficient modular classroom. The School System was contacted to determine the level of interest and we indicated that we were extremely interested in participating with this study. It represented an opportunity for the School System to acquire some much needed additional space which, otherwise, would have cost the School System approximately \$75,000.00. The moduls were turned over to the ownership of the School System in return for the company being able to conduct research with respect to thermal and light efficiency. The only cost incurred to the School System was the construction of a connecting corridor between the Robinson School and the two modular classroom units. Our maintenance staff moved the playground at the Robinson School from the front of the building to the back of the building and made general playground repairs. Approximately 400' of fencing was installed around the perimeter of the playground to provide additional security. Our summer paint crew painted all 7 classroom suits in the building providing a brighter and more attractive environment for our students and staff.

Throughout the year, our custodial and maintenance staff were trained in several areas. Mr. Donald Parsons, of the Westford Fire Department, conducted a very valuable training session with our custodians and maintenance personnel in the area of materials handling and safety procedures with hazardous materials. Additionally, the School System contracted with a properly licensed company to provide training in the inspection, identification and handling of asbestos containing materials. Our head custodian at Westford Academy, Andrew Garside, has been trained and received State licensing in the following areas: and Asbestos Inspector's License, Asbestos Supervisor of Contracting License, Asbestos Management Planner License. Mr. Garside conducts the School System's 6 month asbestos reinspections, thereby saving our system approximately \$2,000.00 annually. The custodial staff at the Blanchard School also received follow up training on programming and troubleshooting the sophisticated HVAC system at the school.

The custodial and maintenance staff, along with the college students that we hire in the summer, are to be commended for an outstanding effort throughout the entire year. The objective of our maintenance activity throughout the year is to provide clean, efficient, safe facilities for our students and staff.

FISCAL REPORT - JUNE 30, 1999

<u>ACCOUNT</u>		<u>BUDGETED</u>	<u>EXPENDED</u>
1100	School Committee	26,050	53,085
1200	Superintendent's Office	486,741	480,757
2100	Supervision	296,659	253,238
2200	Principals	1,130,065	1,171,410
2300	Teaching	13,313,283	13,238,165
2400	Textbooks	56,904	48,202
2500	Library	269,681	255,581
2600	Audio/Visual	45,755	41,652
2700	Guidance	778,388	770,291
2800	Psychologists	15,908	12,216
3200	Health	201,536	202,883
3300	Transportation	895,929	202,883
3500	Student Activities/Athletics	389,041	385,094
4100	Operation	1,204,038	1,267,752
4200	Maintenance	778,293	910,027
5200	Insurance	136,865	25,690
5300	Leasing	36,360	54,114
6200	Civic Activities	3,340	1,892
7000	Capital	102,032	102,032
8000	Reserve	0	0
9000	Tuition	657,577	643,899
TOTALS		20,824,455	20,824,353

SCHOOL ATHLETIC FUND FINANCIAL ' REPORT

Balance July 1, 1998	\$3,110.07
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Receipts

Soccer	17,614.00
Cheerleading	1,260.00
Golf	1,440.00
Volleyball	3,420.00
Track	23,200.00
Field Hockey	5,449.00
Football	18,362.00
Basketball - Boys/Girls	15,661.00
Gymnastic	1,260.00
Wrestling	900.00
Skiing	7,740.00
Baseball	3,870.00
Softball	3,960.00
Tennis	3,510.00
Swim Team	5,605.00
Other	<u>695.50</u>

113,946.50

Expenditures

Custodians, Officials, Supplies	74,674.95
Transportation	

Balance June 30, 1999	\$36,161.46
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SCHOOL CAFETERIA FINANCIAL REPORT

INCOME:	Federal Aid Received \$	70,803.50	
	State Aid Received	<u>19,723.89</u>	
			\$ 90,527.39

Sales	\$702,141.52
Other	<u>\$18,196.92</u>

TOTAL INCOME	\$ 810,865.83
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EXPENSES:

Labor	\$ 389,508.77
Food Purchases	350,519.03
Supplies	29,761.45
Maintenance & Other	<u>27,544.25</u>

\$797,333.50

SUMMARY OF FEDERAL PROJECTS

<u>FEDERAL GRANTS</u>	<u>Beginning Balance</u>	<u>Income</u>	<u>Expenditures</u>	<u>Ending Balance</u>
<u>PL89-313 Title I</u>				
Grant provides therapy for physically handicapped youth	975.17	- 0 -	- 0 -	975.17
<u>PL94-142 Title VIB</u>				
Grant provides elementary counseling & Special Needs staff at secondary level	5,055.47	197,990.10	199,385.90	3,659.67
<u>PL94-142 Early Childhood</u>				
Screening/Support Services	- 0 -	19,113.00	19,104.05	8.95
<u>Chapter 2 (balance)</u>				
Block Grant	6,119.78	8,666.00	10,330.28	4,455.50
<u>509 Goals 2000: Mentoring</u>				
	- 0 -	15,000.00	6,340.00	8,660.00
<u>606 Lighthouse</u>				
	(17,125.32)	87,189.57	55,978.94	14,085.31
<u>274 Sped Curriculum</u>				
	1,604.83	1,632.83	17,040.00	17,012.00
<u>303 Eisenhower</u>				
	6,992.82	9,781.00	16,382.39	391.43
<u>331 Safe & Drug Free</u>				
	971.99	1,300.00	1,257.30	1014.69

ENROLLMENTS

October 1, 1998

	<u>NAB</u>	<u>ROB</u>	<u>ABB</u>	<u>DAY</u>	<u>BLAN</u>	<u>W.A.</u>	<u>TOTALS</u>
<u>Grade</u>							
Pre-School		39					39
K	172	168					340
1	207	203					410
2	170	197					367
3			164	205			369
4			151	186			337
5			163	175			338
6					298		298
7					313		313
8					328		328
9						257	257
10						248	248
11						256	256
12						224	224
TOTALS	549	607	478	566	939	985	4124

**HEALTH DEPARTMENT END OF THE YEAR REPORT
1989 - 1999**

Submitted by Lee Thurston, RN, MS

Nurses in the Westford Public Schools have tallied the numbers of student encounters and students seen for various school health programs throughout the 1998-1999 year. Numbers representing the health service program in each of the six Westford schools, as well as an account of total program numbers, are attached to this report. In addition to the programs mentioned in the end of year reports, the following are nursing activities completed each year in the Westford Schools:

- * Collaboration with Pediatrics West personnel for all physicals, sports physicals and postural screening program
- * Classroom lessons provided by nurses on head lice, hygiene, asthma and postural screening
- * Regular attendance at staff meetings, 504 and team meetings for students with health concerns
- * Communication of students' health needs to school staff
- * Creation and maintenance of a MA School Health Record on all students including clerical tasks related record keeping and filing
- * Routine communication with parents via newsletter articles, letters and notices for school health
- * Head lice screenings and follow up on students with head lice

Nursing Department accomplishments unique to the 1998-1999 year include :

- * Department of Education Certification for all nurses in the Westford Public Schools
- * The development and implementation of a medication procedure for the Westford schools that includes delegation for medication on field trips and epipen training for staff
- * Participation in the Dept. of Public Health Enhanced School Health Grant with Consultation from the Lawrence Public School Health and Nursing Services Dept.
- * Healthcare personnel CPR training for infants, children and adults completed by all nurses. This is a program designed for medical personnel offered by Bob Benoit of the Westford Fire Department
- * Computer training for MacHealth for two elementary nurses.
- * Email training and set up provided for individual school nurses by Tim Martin
- * Implementation of new Dept. of Public Health immunization requirements for students entering Kindergarten and 7th grade which included consultation with the Board of Health and several letters sent home to parents
- * Collaboration with the Board of Health for all immunization programs for students and staff
- * Supervision of a student nurse from Rivier College

GRADE PHYSICALS _____ **59**

positive findings referred to family physician _____ **3**

students who had physical by private physician _____ **558**

sport physicals (middle and high school) _____ **195**

VISION SCREENING

referred to private physician _____ **181**

HEARING SCREENING

referred to private physician _____ **100**

POSTURAL SCREENING Grades (5 to 9)

screened by school physician _____ **204**

to be followed at school _____ **39**

referred to private physician _____ **44**

STUDENTS & STAFF TRANSPORTED BY AMBULANCE _____ **3**

STUDENT VISITS TO NURSES OFFICE _____ **52,104**

IMMUNIZATIONS

DT_____66_____
POLIO_____0_____
MMR_____4_____
FLU_____114_____
MANTOUX_____50_____
HEPATITIS B_____147_____

DENTAL

of students eligible_____2501_____
of student participation_____352_____

STUDENTS WITH HEALTH CONCERNS

Students with bee sting and severe allergies_____84_____
Asthmatics with inhalers @ school_____177_____
Students on daily medication_____126_____

WESTFORD ACADEMY

GRADE PHYSICALS_____15_____

positive findings referred to family physician_____0_____
students who had physical by private physician_____99_____
sport physicals (middle and high school)_____175_____

VISION SCREENING

referred to private physician_____4_____

HEARING SCREENING

referred to private physician_____5_____

POSTURAL SCREENING Grades (5 to 9)

screened by school physician_____17_____
to be followed at school_____10_____
referred to private physician_____9_____

STUDENTS & STAFF TRANSPORTED BY AMBULANCE_____0_____

STUDENT VISITS TO NURSES OFFICE_____9,891_____

IMMUNIZATIONS

DT_____44_____
POLIO_____0_____
MMR_____4_____
FLU__________
MANTOUX_____1_____
HEPATITIS B_____

DENTAL

of students eligible_____NA_____
of student participation_____NA_____
referred for dental care_____NA_____

STUDENTS WITH HEALTH CONCERNS

Students with bee sting and severe allergies_____27_____
Asthmatics with inhalers @ school_____42_____
Students on daily medication_____28_____

PER PUPIL EXPENDITURE COMPARISON

As in the past several years, we are providing the Town with a comparison of Westford's per pupil expenditures over the past few years with other area communities. This information is supplied by the State Department of Education and is based upon annual budget expenditures, thus the most recent data is for FY97.

	<u>FY94</u>	<u>FY95</u>	<u>FY96</u>	<u>FY97</u>	<u>FY98</u>
Concord	8041	7928	8128	8906	9123
Bedford	7637	7204	7592	7851	7954
Carlisle	7101	7133	7239	7951	8297
Littleton	5331	5569	6470	6555	6269
STATE	5348	5524	6023	6276	6636
AVERAGE					
Acton	5657	5395	6296	6380	6798
Tewksbury	5557	5232	5627	5905	6126
Andover	5418	5230	5737	6030	6406
Billerica	4935	5228	5400	5478	6333
N. Andover	4938	4989	5249	5642	5903
Chelmsford	5051	4976	5370	5623	6186
N. Reading	4927	4967	5117	5248	5217
Reading	4847	4954	5297	5583	5855
Wilmington	5358	4952	5839	5933	6081
WESTFORD	4720	4824	4786	5020	5168
Groton	4805	4662	5171	5774	5366
Dracut	4504	4660	5357	5970	6193
Tyngsboro	4210	4591	4894	5261	5580
STATE	5348	5524	6023	6276	6636
AVERAGE					
WESTFORD'S	15th	14th	17th	17th	17th
RANKING					
\$ DIFFERENCE					
WESTFORD TC	-\$628	-\$700	-1237	-1256	-1468
STATE					

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Dr. John A. Crisafulli, Superintendent	692-5560
Shirley Mantone, Secretary to Superintendent	X 102
Director of Curriculum	X 105
Katheryn Palmer, Curriculum Secretary	X 104
Everett V. Olsen, Business Manager	X 101
Judy Chaffee, Secretary to Business Manager	X 118
Kimberly Maynard, Accounting Manager	X 108
Christina LeMasurier, Payroll Assistant	X 106
Jenny Golay, Accounts Payable Assistant	X 107
Dr. Kevin Dwyer, Administrator of Special Education	X 112
Joan Chipchak, Secretary to Administrator	X 111
Dr. Jane Coleman Williams, School Psychologist	X 115
Janet Dubner, Team Chairperson	X 116
Dorothy Wagner, Secretary/Receptionist	X 113

SCHOOL COMMITTEE

Lee England, Chair	Term expires 1999
Sharon Boonstra, Vice Chair	Term expires 2000
Teresa Herrick	Term expires 2001
Linnea Flint	Term expires 1999
Susan Flint	Term expires 2001
Tim Martin	Term expires 2000
Margaret Murray	Term expires 2001

Compiled and Edited by
Superintendent's Office
for the
WESTFORD SCHOOL COMMITTEE

Nashoba Valley Technical High School
100 Littleton Road, Westford 01886
978-692-4711 FAX 978-392-0570
1999-2000
Annual Report

Administration

Judith L. Klimkiewicz	Superintendent
Victor Kiloski	Assistant Superintendent/Principal
	Business Manager
Valerie Flynn	Director of Pupil Personnel
Robert Campbell	Director of Community Outreach
Kent Forty	Dean of Students
George Kalarites	Facilities Manager

School Committee

	Chelmsford	Alternates	
Peter Bagni	Groton	Al Buckley	Pepperell
Charla Boles	Littleton	Samuel Poulten - secretary	Chelmsford
Augustine Kish	Westford	Irene Machemer	Townsend
Hajo Koester	Townsend	Heidi Shultz	Shirley
Barbara Sherritt	Westford	Deborah D'Agostino	Groton
Leo Dunn	Westford	Frank Heslin	Westford
Joan O'Brien – Chairman	Pepperell		
Garry Ricard	Chelmsford	<i>* Div VIII Liaison: S. Poulten</i>	
Sharon Shanahan	Pepperell		
Jerrilyn Bozicas	Shirley		
Richard White			

SCHOOL DATA

Type: Public, regional, four-year vocational technical high

Student Enrollment:	As of October 1, 1999
Chelmsford	113
Groton	49
Littleton	10
Pepperell	125
Shirley	29
Townsend	90
Westford	80
Ayer	28
School Choice	45
Total Enrollment	569

Accreditation : New England Association of Schools and Colleges.
College Board Code Number : 222-333

Faculty : Sixty-five certified teachers Pupil Teacher Ratio : 10:1

Calendar Three twelve-week trimesters. Eight 45 minute periods, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program.

Autobody Repair
Automotive Technology
Construction/Cabinet Making
Culinary Arts/Hotel Restaurant Management
/Conference Planning
Computer Aided Drafting/Design
Electrical Technology
Electronics/Robotics
Pre-Engineering

Graphic Communications
Horticulture/Landscape Design
Machine Tool Technology
Medical Occupations/ *Child Care Education Child
Care Education/Dental Assistant*
Metal Fabrications
Painting & Decorating/Interior Design
Plumbing/Heating
Banking, Marketing & Retail

SPECIAL ACADEMIC PROGRAMS

Students receive four years of computer applications.

Foreign language is offered all four years for interested students.

Juniors with honor grades may elect to enter the Dual Enrollment Program and take their senior year with a community college in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one full year of credit from the college.

STUDENT ACTIVITIES

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Drunk Driving, Vocational Industrial Clubs of America, peer counseling and many special interest clubs. Nashoba has **no user fees**.

The 'Kids' Career Exploration Program

A free program for Four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career opportunities in Electrical Technology, Medical Occupations, Culinary Arts, Office Technologies, and World Language (Spanish).

Continuing & Community Education

Approximately fifteen hundred adults attend this evenings run program a school year.

Summer Programs

Nashoba Valleys AllstKrs Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.



Mid 30's in Forge Village waiting for the snow plows
Photo Courtesy of Ed Walsh

HIGHWAY DEPARTMENT

I am pleased to submit the annual report of the Town of Westford Highway Department.

The Highway Department from January 1, 1999 through December 31, 1999 performed the following work.

Town Roads

Regular maintenance and repair of Town Roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roads, repair of guard rails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berm and curbing, cuts and clears trees from roadways during and after storms.

In 1999 9,906 tons of bituminous concrete was used for repair and maintenance of Town Roads.

Roads Resurfaced

The following streets were resurfaced with bituminous concrete or treated stone and asphalt.

Resurfaced

Depot Street – from Railroad Crossing to 30 Depot St.

Town Farm Road

Cold Spring Road – Depot Road to Graniteville Road

Oak Hill Road – Nabnasset Street to Forrest Road

Chamberlain Road – Francis Hill Road to Lowell Road

Polley Road

Stoney Brook Road – Polley Road to Plain Road

Chamberlain Road – #27 to Hunt Road

Endmoor Road – Newport Drive to Dead End

Wayne Road

Chip Sealed

Coolidge Avenue

Lillian Avenue

Lucille Avenue

Palace Road

Crusade Road

Crown Road

Castle Road

Kings Pine Road

Jester Road

Drainage Town Roads

North Main Street	Installed 1 basin - 40 ' of 12" pipe
Patten Road	Installed 1 basin - 80' of 12" pipe
Lowell Road	Repaired 2 basins - 100' of 12" pipe
Gould Road	Installed 1 basin - 80' of 12" pipe
Forrest Road	Installed 1 basin - 60' of 12" pipe
Nutting Road	Installed 1 basin - 70' of 12" pipe
Main Street	Installed 110' of 12" pipe

Betterments

Under the Town’s Betterments Program, Pine Tree Trail and Endmoor Road construction was continued during the 1999 construction season. These projects upgraded the roadways from dirt to bituminous concrete including curbing and drainage.

Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and the convenience to motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process the Town used 1,715 tons of sand and 3,928 tons of salt.

Following are the times the Highway Department was called out to treat or plow the Town roads:

Jan. 3, 1999	Freezing Rain	Salt/Sand
Jan. 7, 1999	Lt. Snow	Salt/Sand
Jan. 8, 1999	Snow 3"	Salt/Sand/Plow
Jan. 9, 1999	Ice	Salt/Sand
Jan. 12, 1999	Snow 3"	Salt/Sand/Plow
Jan. 14, 1999	Snow 4"	Salt/Sand/Plow
Jan. 17, 1999	Ice	Sand
Jan. 18, 1999	Freezing Rain	Sand
Jan. 19, 1999	Ice	Salt/Sand
Jan. 28, 1999	Lt. Snow	Salt/Sand
Jan. 29, 1999	Lt. Snow 2"	Salt/Sand/Plow
Feb. 3, 1999	Ice	Salt/Sand
Feb. 5, 1999	Ice	Salt/Sand
Feb. 25, 1999	Snow 4"	Salt/Sand/Plow
Mar. 6, 1999	Snow 7"	Salt/Sand/Plow
Mar. 11, 1999	Ice	Salt/Sand
Mar. 12, 1999	Snow 3"	Salt/Sand/Plow
Mar. 15, 1999	Snow 7"	Salt/Sand/Plow

Parks Department

This year the Whitney Playground, Town Commons, Monuments, Library, Graniteville, Forge Village, Nabnasset and Parkerville ballparks were limed and fertilized. All shrubbery was trimmed and the grass cut and raked. In the Fall all leaves were picked up around the common and in the Town owned parks.

For Memorial Day, geraniums were placed on the Town Common and on the Monuments.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department, who have been most cooperative.

In addition, my thanks to the members of the Highway Building Committee for the many hours of hard work in helping to locate a new home for the Highway Department.

Richard J. Barrett, Jr.
Superintendent of Streets

TOWN OF WESTFORD

HIGHWAY GARAGE BUILDING COMMITTEE

c/o Westford Highway Garage, Beacon Street, Westford, Massachusetts 01886

April 18, 2000

Board of Selectmen
Town Hall
55 Main Street
Westford, Massachusetts 01886

RE: 1999 Annual Report

Dear Chairman Healy-Coffin, the Town Manager and Members of the Board:

The Highway Garage Building Committee is pleased to submit the following report of the activities of the Committee in 1999.

Today, the operations of the "Highway Department" are more consistent with those of a Public Works Department. The 9,600 square feet Highway Garage was built in 1963 to serve a town with 6,500 residents and 85 miles of roadway. Westford's population has grown by a factor greater than three (3) to approximately 20,000 residents and the length of maintained roads has increased by at least a factor of two (2) to 175 miles of maintained roads. Traffic on Town roadways has easily increased by a factor of ten (10), with its attendant increase in the required effort to maintain the road network.

This, the second Highway Garage Building Committee, spend almost a year reviewing the work of the former committee, establishing objectives and guidelines and reviewing potential sites. At the Selectmen's meeting of July 27, 1999 we reported that our first recommendation was to expand at the current Beacon Street site with the addition of approximately four (4) acres of abutting Town owned land. The Board of Selectmen voted to have our Committee perform additional research regarding the proposed expansion of the Beacon Street site. The Board directed the Committee to perform ten (10) specific investigations regarding the environmental feasibility of expanding the Beacon Street facility.

In anticipation of having the requesting information in hand prior to the Special Town Meeting, on September 22, 1999 the Highway Garage Building Committee voted to request that two (2) articles be placed on the Warrant for the fall Special Town Meeting: (1) to raise and appropriate architectural and engineering fees for a Highway Garage; and (2) to designate a four (4) acre parcel of land adjacent to the current Highway Garage site as land for expansion of the facility. On November 16, 1999, in anticipation of the December 6th Special Town Meeting, the Committee distributed to the Board of Selectmen, and other interested boards and committees, the results of our evaluation of the environmental impact of an expansion of the Beacon Street facility.

The main limitations of the existing Highway Department site are: insufficient garage space for very valuable highway equipment (and the space we have is antiquated); insufficient office space for Highway Department operating and management staff; inadequate land for parking and operating heavy equipment; and the desire to incorporate state-of-the-art material handling techniques. The planned site will be a model facility. The Committee recommended that a small amount of additional Town owned land be designated for Highway Garage purposes to provide for buildings, parking, and operating space. The parcel contains only four (4) acres of the one hundred and thirty-two (132) acre Farmer Parcel, which is approximately only three (3%) percent of the whole. The alternatives were to construct a new facility within the Stony Brook Center Master Plan area or to purchase ten (10) acres of land at a cost of up to one and one-half million (\$1,500,000.00) dollars.

The erection of a state-of-the-art salt storage facility in 1996 has eliminated the hazard of site salt contamination of the ground water. A new site configuration will incorporate state-of-the-art storm water management to eliminate the hazard of untreated storm runoff from the site into the Stony Brook aquifer. Improved storage of hazardous materials also would be included in such a new design to reduce the hazards of material spills. Potential hazards from vehicle bays would be eliminated by the installation of modern drain systems to capture in a tight tank all runoff from vehicle washing and maintenance operation bays.

Nevertheless, prior to the December Special Town Meeting the Committee took the position that it would be premature to recommend the expansion of the Beacon Street site prior to the final report of the Stony Brook Center Master Plan Committee (SBCMPC). The Highway Garage Building Committee was one of the original catalysts creating the SBCMPC, and we place the efforts of the SBCMPC in high regard. Consequently, we recommended that action on the Warrant Articles be postponed until the 2000 Annual Town Meeting after the SBCPMC completed its study.

As we have since learned, the SBCMPC recommendations do not include space for the Highway Department. We hope that our Annual Report for 2000 will contain better news as the Committee continues its hunt for a new home for the Town's public works operations and equipment.

It is a pleasure to serve our community.

Respectfully submitted,
Highway Garage Building Committee

Paul F. Alphen, Chairman

Westford Water Department

Fiscal Year End Report June 30, 1999

January 3, 2000

Dear Water Customer and Town Resident:

We are pleased to provide you with our 1999 Water Enterprise Fund Financial Report for the fiscal year ended June 30, 1999. This was a year of continued challenge and proud accomplishment for the Westford Water Department. Our goal continues to be to provide our water takers and the Town of Westford with a reliable, efficient and safe source of drinking water. The department is also responsible for maintaining adequate water pressure throughout the system for fire safety.

We want to ensure you that the Water Department continues to be soundly managed both from an operations point of view and from a financial point of view. The Department is constantly challenged by increased usage as result of 231 new services this year bringing our total number of residential, municipal and commercial services to just over 4,700. This past summer we were forced to restrict outside water usage to odd/even days due to supply/demand capacity. We expect to face this issue in future years based on a finite supply capacity and the ever-increasing need.

We are well on our way to finding a partial solution to the iron/manganese problem in our water; a natural occurrence for our region. We have taken initial steps for the construction of one or more treatment plants to address this issue, seeking to improve the quality of the water drawn from all supply sources including, Forge Village #1, Forge Village #2, Howard Road, Fletcher, Country Road, Nutting Road, Depot Road and Cote wells. The majority of the wells have experienced high levels of iron and manganese in past years. Iron and manganese do not have an adverse impact on human health, however they are considered nuisance contaminants because they generate "dirty water" complaints and can stain plumbing fixtures.

The Commission intends to construct two water treatment facilities to treat all eight (8) water supply sources. One facility will be located on Forge Village Road near the existing Water Department office and the second facility will be located on Nutting Road near the existing well and pump station.

The proposed treatment process includes greensand filtration, packed tower aeration, and ultraviolet light (UV) for disinfection. The greensand filtration process utilizes prefiltration conditioning chemicals such as sodium hypochlorite and potassium permanganate and a group of filter vessels to remove the iron and manganese from the well water. Packed tower aeration provides several benefits to the treatment process, including radon removal, reduced chemical costs, and pH adjustment. The UV disinfection process involves pumping the filtered water through a UV light chamber and is effective against bacteria and other potential pathogens.

The proposed treatment processes were successfully tested during the summer in a bench scale pilot study. The Massachusetts Department of Environmental Protection is currently reviewing the pilot study report. The use of UV disinfection will require DEP approval of a chlorine residual waiver. The two (2) proposed facilities are projected to cost \$10 M and construction could be completed as early as August 2001. We are pleased to announce that Westford has been selected to receive an interest free loan of \$9,400,000.00 in State revolving Funds to finance the water treatment project.

The Water Department operates as an Enterprise Fund, meaning that we are entirely self-sufficient and do not rely on the tax base for support. In fact, the Department reimburses the Town each year for all expenses (including payroll and insurance costs) that are paid at the Town level. Total revenue this year is up 5% as result of increased usage and the aforementioned number of new services installed. At the same time expenditures, direct cost of operations, have dropped from 47% to 44% of revenue reflecting efficient operations. Encumbered account expenditures reflect costs paid during the year out of specific, established project fund balances.

The accounts carried forward represent projected future expenditures for specific projects to maintain and upgrade the system, for which funds have previously been

appropriated. The accounts carried forward become Encumbered Accounts in the next budget. Our surplus account represents income over projection and expenditure surpluses. The account is necessary to make sure we have the resources to address any emergencies that may arise and to help fund future upgrades such as the proposed water treatment plants.

During the year we upgraded our online SCADA system (system control and data acquisition) and at the same time, made sure that all systems were Y2K compatible.

On May 7, the Theater for Children, a nationally acclaimed educational theater group, performed at the Norman E. Day School. The performance entertained and taught the children how to protect and conserve water resources. The Water Commission, in recognition of Drinking Water Week, sponsored the program. For several years, the Water Department has been visiting third, fourth and fifth graders in an effort to educate students about the vital importance of the protection of our water resources. In Worcester on May 5, the U.S. Environmental Protection Agency (EPA) honored the Westford Water Department with a Certificate of Appreciation for Continued Excellence in Consumer Awareness. Carol Shestok, fourth grade teacher at the Day School, with whom the department collaborated, received the Environmental Educator Award, also from USEPA.

Chris Macpherson earned a Class II Drinking Water Operators License and Dave Crocker earned a Class I.

We would like to take this time to acknowledge the hard work and dedicated effort of the management and staff of the Westford Water Department and pledge our continued effort to meet the needs of the town.

Sincerely,

Board of Water Commissioners

Westford Water Department

Water restriction SUMMER OF 1997

DEP 3rd place award in Large Community System Ground Source

EPA 1st place in Consumer Awareness Award; trip to Boston (Glenn, Wrobel, Leslie, Warren, Pam, Susan and Robin) invited into chambers

Youth ed classes with 4th graders at Day School

Poster Contest

Teacher Recognition Award for Carol Shestok

5/28/98 Adoption Ceremony "Adopt -A-Stream Project"

5th Grade Groundwater Classes at East Boston Camp

Open House @ Library: Award Ceremony for Poster Contest

Scott Lyman speech on Booster Station

Presentation on Water Treatment

Video taped by Mike Kit

Display at Library

Leslie Thomas appointed to 3rd term as commissioner

Fletcher well

Twin Peaks

Twin Peaks Water Storage Tank, which will be located in the Greystone Estates subdivision, was designed to provide storage in the system to meet maximum and peak daily demands, as well as storage for fire protection. The project is scheduled for completion in August of 1998. Traywick Realty, Inc, the developer of Greystone Estates, will provide just under one half of the funds necessary to construct the tank.

Pam Hall started July 1998

Treatment plant

Water and Cemetery Commissioners held an informational meeting on November 10, 1997 at the Cameron Senior Center. The subjects of the meeting were the proposed cemetery and water treatment facility. Both projects are planned on the parcel of land located across the street from the Water Department.

Special Town Meeting voted to transfer the care, custody, and control of the westerly portion of the parcel to the Cemetery Commission for the purpose of providing gravesites to the inhabitants of Westford.

Both Commissions wished to assure the town, especially the abutters to the property, that the proposed cemetery will be developed in an appealing, parklike manor. The intention is to begin with approximately three acres on the Patten Road side, adjacent to the Russian Brotherhood Cemetery. As the need arises, it is agreed that an additional acre will be developed in a progression towards Forge Village Road.

Residents attending the meeting were encouraged to ask questions and to offer their input. It was explained that at this point, design plans provided by Nicholas Reed are preliminary. Assuming that the project receives Department of Environmental Protection (DEP) approval, serious consideration will be given to the desires of the abutters in drawing up the final plans.

Warren Sweetser, Water Superintendent, outlined the Water Department's intentions to build a water treatment facility on the easterly portion of the parcel. During the next several months, Water Department staff, in consultation with engineers, will study the various methods of water treatment that are available and ascertain that which will be most effective for Westford. We do know that the facility will be constructed in the middle of the forested parcel, to minimize visual impact from the bordering roads.

**Report of the Water Superintendent
For the Year Ending December 31, 1999**

Number of Gallons Pumped in 1999

January	32,206,000
February	27,766,000
March	36,153,000
April	41,993,000
May	70,544,000
June	100,735,000
July	81,575,000
August	75,863,000
September	58,637,000
October	48,014,000
November	35,483,000
December	35,030,000
TOTAL GALLONS	643,999,000

***Maximum Daily Consumption : June 8, 1999 3,880,000 gallons pumped
Average Daily Consumption : 1,764,381 gallons pumped***

Number of Hydrants	790
Miles of Water Main	109
Number of Accounts	4,839
Number of Services	4,747
Service Renewals	13
Feet of Water Main Installed	11,535
Hydrants Installed	22
Water Main Breaks	6
Service Leaks	18
New Services	182

Respectfully submitted,

Warren E. Sweetser, Superintendent

**Westford Water Department
FY1999
Water Enterprise Fund Financial Report**

CASH RECEIPTS

Water Rates	\$1,643,330.94
Miscellaneous Billings	\$ 88,898.68
Service Billings	\$ 545,551.47
Interest	\$ 163.13
Water Liens	\$ 14,861.68

TOTAL REVENUE

\$2,292,805.90

EXPENDITURES

Personal Services	\$ 460,538.72
Maintenance and Operations	\$ 644,892.41
Capital Projects	\$ 34,048.21
Billing System	\$3,871.65
Treatment Plant	\$25,250.00
Zone II Testing	\$1,061.65
SCADA System	\$3,865.00
Total	\$34,048.21
Debt Payments	\$ 138,520.00
Principal on Loans	\$100,000.00
Interest on Loans	\$38,520.00
Total	\$138,520.00

TOTAL EXPENDITURES

\$1,277,999.34

ENCUMBERED ACCOUNT EXPENDITURES

Booster Station	\$ 98.84
Variable Drives	\$ 794.86
Depot Road Well Upgrade	\$ 12,418.89
Cote Well UV Disinfection	\$ 44,300.00
Fletcher Well/Pump Station	\$ 55,064.84
Water Storage Tank	\$ 151,362.22
River Street Bridge	\$ 15,096.00

TOTAL ENCUMBERED ACCOUNTS

\$279,135.65

**Westford Water Department
FY1999
Water Enterprise Fund Financial Report**

ACCOUNTS CARRIED FORWARD

Water Billing System Upgrade	\$ 11,128.35
Water Treatment Plant	\$ 224,750.00
Zone II Testing	\$ 39,438.44
SCADA System Upgrade	\$ 56,135.00
Stony Brook Aquifer (Well Exploration)	\$ 150,000.00

TOTAL CARRY FORWARDS

\$ 548,351.43

SURPLUS ACCOUNT

Beginning Balance July 1, 1998		\$ 756,599.25
Less Transfer to Stony Brook (Special Town Meeting May 8, 1999 Article 2)	\$ 150,000.00	
Add Income Over Projection	\$ 492,805.90	
Add Expenditure Surplus	\$ 190,549.14	
Add Encumbered Accounts Closed	\$ 76,759.53	

UNDESIGNATED FUND BALANCE June 30, 1999

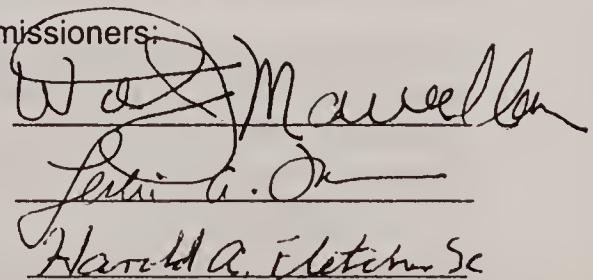
\$1,366,713.82

Signed by the Town of Westford Water Department Board of Water Commissioners:

Walter J. Marcella

Leslie A. Thomas

Harold A. Fletcher, Sr.





WESTFORD RECYCLING COMMISSION

The Commission is pleased to report recycling facts and figures for the town of Westford for 1999. Each ton of recycled goods diverted from the waste-to-energy incinerator in North Andover saved \$87 and demonstrated that Westford was in compliance with state waste bans.

Revenue for recycled paper was steady at \$10 per ton during 1999. Revenue collected from the sale of recycled news- and mixed paper generated income for the town of \$17,868.

Westford's curbside recycling program is administered by Derosa Landfill Management Inc., a subcontractor to Northshore Recycled Fibers.

All avoided costs in the following calculations are determined using \$87 per ton.

Membership Changes

Elizabeth Sawyer joined the Commission in 1999.

Mixed Paper Collection

Payments from North Shore Recycled Fibers of Salem for Westford's mixed paper remain at \$10 per ton.

Total mixed paper collected: 1,786. tons

Revenue collected: \$ 17,868.00.

Avoided costs at the incinerator: \$155,382.

Glass, Metal and Plastic Recycling

The curbside collection contractor collects Westford's glass, metal and plastic. No revenue is collected for these commodities.

Westford's glass, metal and plastic collection rose in 1999. August tonnage collected was almost double the previous year.

Total Glass, Metal and Plastic collected: 512.7 tons

Avoided costs at the incinerator: \$44,605.

Leaves and Grass Clippings

Westford residents take their yard waste to Laughton's Nursery, 31 Lowell Road, Westford. The site is open weekdays year-round (8 am to 4 pm) and also Saturday mornings from September to May. Laughton's receives \$9,893. per year for this service.

Estimated total quantity recycled: 1,000 tons

Avoided costs at the incinerator (after subtracting service fee) : \$ 77,107.

Clothing Recycling

New England Clothes Recycling (NECR) of Lowell continues to collect old clothing, textiles, small household appliances, used toys, and other items. The collection bins are located at Minot's corner Exxon, Abbot School and Blanchard School. The town receives a \$400 per year payment from NECR.

Household Hazardous Waste Collection

Westford's bi-yearly collection is scheduled for the fall of 2000.

Waste Motor Oil

The Westford Center Fire Station continues to be the collection depot for waste motor oil each Saturday. Residents are charged a disposal fee of \$1 per gallon. The collection program is overseen by Fire Department personnel. Oil collected is used by the Highway Department as fuel for heating the town garage.

Christmas Trees

In January 1999, residents took advantage of a voluntary Christmas tree recycling program organized by the Westford Firefighter's Association. The firefighters picked up trees from residents' homes for a donation of \$5 per tree on two collection days. The trees were taken to the Highway Garage for chipping.

Number of trees collected in January, 1999: 3,900

School and Municipal Building Recycling

The curbside contractor, Northshore Recycled Fibers, collects paper, glass, metal, and plastics from Westford schools and municipal buildings.

Battery Collection

Former commission member Ann Eno continues to collect button cell batteries from various collection points in Westford. Button cell batteries are used in hearing aids, calculators, and watches and contain mercury, a toxic substance. Batteries are brought to NESWC for recycling. Used rechargeable ni-cad batteries are collected by Radio Shack at Westford Valley Marketplace.

Public Education

A flyer explaining all of the town's recycling programs was mailed in September to all Westford households. Printing and mailing costs for the flyer were paid for out of Recycling Commission funds.

White Goods

White goods are defined as stoves, water heaters, washers, dryers, refrigerators, air conditioners, and microwave ovens. White goods are prohibited from disposal at the NESWC incinerator by a State DEP ban. Westford homeowners pay a disposal fee directly to the hauler they hire to remove their white goods. Most white goods were collected in Westford by Atlas Recycling.

Total recorded white good tonnage collected by Atlas Recycling: 24.36 Tons

Avoided costs at the incinerator: \$ 2120.

Hardcover Books

Hardcover books which cannot be sold by Friends of the J.V. Fletcher Library were collected for recycling at Courier Corporation in Forge Village. No revenue was received for the books by the town.

Respectfully submitted,

Gerald DiBello, Chair
Richard Barrett, Highway Superintendent,
ex-officio
Ken Teal

Joyce Demers
Bill Beck
Elizabeth Sawyer

Cemetery Commission Town Report 1999

In 1999 we looked to the future by working on the design of the new cemetery and we worked to preserve the dignity and character of the existing cemeteries, while providing responsive services to the town.

We want the new cemetery to be a gift to the town, a beautiful and respectful burial site for Westford residents. To this end, we held open forums with the abutters. At our first meeting in the spring we gathered ideas and concerns from the abutters and reassured them that we wanted them to participate in shaping the design of the new cemetery. After putting out an RFP and receiving proposals, we chose Carol R. Johnson and Associates as our architects. Pamela F. Shadley is the Principal and David Nardone is the Project Manager. In November, after walking the site and receiving the topographical survey, they attended a meeting with the abutters and noted their concerns and requests. Guided by the Cemetery Development Committee and this meeting they developed two different plans for the land. A meeting to present these plans to the abutters will follow in the new year.

This Spring, in order to complete the work begun on the Abbott Tomb last year, bushes which overshadowed the gazebo and the steps to the tomb were removed and peonies were planted to form a living, flowering wall for the outside of the tomb.

The Cemetery Commission operates under Chapter 114 of the Massachusetts General Law. This year we have had ----- full burials and --- cremations. Our Superintendent, Paul Baxendale, cares for the five current cemeteries which comprise a total of 25 acres: Fairview; West Burying Ground; Hillside; Wright; and The Pioneer Burying Ground. Paul has two seasonal workers (one Spring to fall, the other spring to December) to help in the maintenance. Jonathan Revis our Parks person works closely with Paul, substituting when he is on vacation or sick. In December, we welcomed Dan Provost as a new Cemetery Commissioner.

We began a "name the cemetery contest" for the new cemetery and advertised with an antique hearse in the Apple Blossom Parade. We have received many names and a decision will be made in 2000. This fall, continuing the work begun last year, we planted additional bulbs at each cemetery. These bulbs should multiply and give pleasure to residents for many years to come.

Respectfully Submitted,
The Cemetery Commissioners

Karen Ann Campbell, Chair
Frederick W. Healy
Daniel Provost

REPORT FROM THE TREE WARDEN

I would like to take this opportunity to thank the many people who have helped make the Tree Department's year a successful one. In particular, I would like express my appreciation to Chip Barrett, Bill Rogers and Mark Hamel from the Highway Department. A special thanks goes to Bill Turner of the Conservation Commission.

This past year has been primarily identifying damaged or diseased trees; or trees that present a dangerous situation. We have also instituted a program for the addition and replacement of trees.

In the upcoming year, I look forward to advancing our tree planting program to keep Westford looking as beautiful as ever.

Carlton Rooks
Tree Warden

Chester H Cook Jr
Deputy Tree Warden

Respectfully submitted,
Chester H Cook Jr

BOARD OF HEALTH

1999 ANNUAL REPORT

In 1999, the Board of Health underwent several changes in personnel staff. These changes included the positions of both Director and Assistant Director of Environmental Services, Substance Abuse Prevention Coordinator, Tobacco Control Coordinator, Animal Inspectors and Department Secretaries. We believe that these changes in staff will assure continued response to the expanding needs for health and environmental concerns within Westford's growing community. We wish those staff who have left continued success in their continued endeavors.

This year the Board of Health has been reexamining its regulations in the interest of meeting new challenges and being proactive in health and environmental activities, and looks forward to possible revisions or upgrades in these regulations to meet the changing times.

Following the election of 1999, the Board of Health voted to reorganize as follows:

Louis E. Ashley, Chairman
Joseph Guthrie, Vice Chairman
Zac Cataldo, Secretary
Anthony Gemmellaro, Member
Kevin McCusker, Member

The Board of Health was supported by the following full time positions:

John Garside, Director of Environmental Services
Sandy Collins, Director of Health Care Services
Darren McCaughey, Assistant Director of Environment Services
Laurie Lessard, Board of Health Senior Secretary

The Board of Health was supported by the following part-time positions:

Sue Withers, Substance Abuse Services Coordinator
Mary Brush and Mary Ann Sullivan, Tobacco Control Coordinators
Sue Rosa, Health Nurse
Sue Ford, Food Inspector
Linda Prescott, Dental Hygienist
Michael Harrington, Animal and Stable Inspector
Judith Basset, Assistant Animal and Stable Inspector
Tracy Griffin, Department Secretary

HEALTH CARE SERVICES REPORT

SANDY COLLINS, RN, B.S.N., DIRECTOR

One of our most significant accomplishments in 1999 was the distribution of a town-wide survey. The survey was designed to determine the health needs of our residents and to educate the public about the various responsibilities and state mandates of the Health Department. We conducted a similar survey in 1988; but, because the population and demographics in Westford have changed dramatically, we needed to reassess the community's needs.

The survey was mailed in October. Over 25% of our households completed and returned the survey, which will be invaluable in planning for future health services and programs. We thank all who took the time to respond. We hope that those who responded learned where to go to if they have a health or environmental concern.

Thanks to Bill Cody, Ann Stowe, and the students of Westford Academy, the data collected is now being compiled. The report will be available from our department and at the library when completed.

The tobacco program staff, Mary Brush and Mary Sullivan, continues to do an excellent job to ensure compliance to local regulations, reduction of exposure to environmental tobacco smoke, and lowering of the number of youth and adults who smoke. Recently, the Department of Public Health released statistics that indicate, for the first time since the advent of the Massachusetts Tobacco Control Program, that the percentage of people who use tobacco in Massachusetts has dropped to 19% and remains the lowest recorded percentage in the country. We believe this reduction is a direct result of the work of tobacco control programs across the state and the changes in policy and enforcement since 1993.

This year we held our Smoke Free Health and Safety Day to coincide with our Health Fair. Nearly 3000 people attended the event and, thanks to Buffy Roper, Rosemary Huson and numerous volunteers, we added a family road race as part of the day's activities.

In September, Joe Greene resigned his position with the department to accept the role of Director of Human Resources for the town. We thank Joe for his five years of accomplishments and his dedicated service to the Board of Health. We wish him luck in his new endeavor.

We welcome Sue Withers, our new Substance Abuse Prevention Coordinator, and look forward to her applying the experience and knowledge she acquired while working for 9 years as a prevention specialist in Iowa.

The May town meeting approved an increase in hours for Sue Rosa, our public health nurse. This has enabled us to increase the number of home visits to the homebound, to

expand our services, and to offer more flexibility and outreach to the community. Sue has been an invaluable addition to the staff.

The contamination of E coli in the town water supply in October proved to be a challenging exercise for the department. Although the management of the response fell under the DEP and the water department, the health department worked to help notify restaurants, families with small children, and the elderly. The latter two groups presented the highest risk of becoming ill with extended exposure and were given top priority for notification. In addition, a great deal of staff time was spent on assisting with answering calls received by hospitals and physicians, and addressing health concerns generated by residents.

Thanks to the immediate response of the water department and all involved, this experience had a very positive outcome. No confirmed outbreaks of E coli were reported. This incident led to numerous discussions among various departments to plan for and strengthen our emergency response in this community.

We continue to provide disease prevention and health promotion programs to residents and town employees. Among these programs are cholesterol, lead, and hypertension screenings; flu, pneumonia, and other immunizations; mammogram and pap smear clinics, and tuberculosis testing. We investigate all reported incidents of communicable diseases and visit the homebound who require health supervision. We also inspect all tanning and massage establishments and the recreational camps. We also permit massage therapists to assure compliance with local health regulations. Our dental program, administered by Jeanne Smith R.D.H., provides a high quality service to the students in our schools. You can find a complete list of services by accessing our web page at www.westford.com.

I would like to express my appreciation to all of the volunteers, town departments, dentists, physicians, service organizations; to Lee Thurston and the other school nurses, to the Council on Aging; to Emerson Hospital and local businesses for their invaluable assistance. We recognize that without their time, commitment, and occasional financial support, we could not provide the programs and services that we currently offer.

We remain dedicated to meeting the daily challenge of designing and delivering comprehensive and accessible health services to Westford residents.

ANIMAL INSPECTION AND CONTROL

The year 1999 saw the changes in the Animal Inspection and Control Department. Joe Lamb left to pursue activities elsewhere and Michael E. Harrington joined the Town of Westford as Animal Inspection and Control Officer. In conjunction with Judi Bassett, he has been responsible for animal, stable and piggery inspections.

ANIMAL CONTROL DEPARTMENT

Michael E. Harrington, Animal Control Officer

Judi Bassett, Assistant Animal Control Officer

During 1999 the Animal Control Department was busy refurbishing the dog pound to provide a safe, clean, and professional environment.

We now have a pound that can house lost and stray animals where they will have air conditioning in the hot summer months and heat in the winter as well as hot water and the supplies needed to keep the pound properly cleaned and disinfected.

In addition the Animal Control Department answered hundreds of animal related incidents Domestic and wild, reunited dozens of lost pets with their families, and found homes for unclaimed dogs. We strictly enforced leash laws, collecting nearly seven thousand dollars in Revenue from the issuance of citations. We spent countless hours (many of these in the middle of the night) helping residents resolve barking dog complaints and animal disputes between neighbors.

Summer brought an unusual amount of dead fish that collected at the Nabnasset Dam causing a horrendous odor, and posing a serious health threat to the area. Working jointly with the Westford Highway Department the area was restored to a safe and sanitary condition.

The town of Westford also contracts out Animal Control services to the towns of Tyngsborough, Dunstable, and also handles wildlife related calls in Carlisle.

I would like to thank the Town Manager for welcoming me into this position, the Town Clerks office, Westford Police Department, and the Westford Highway Department for all their help and support in serving the people of Westford.

Respectfully submitted,

Michael E. Harrington

Animal Control Officer

ENVIRONMENTAL SERVICES

JOHN R. GARSIDE, RS, CHO, DIRECTOR

Once again, due to the heavy volume of residential home sales and on-going commercial development, a great deal of our environmental health resources were allocated for reviewing, permitting, and inspecting subsurface sewage disposal systems and private water supplies. The town had 165 new-housing-starts and the Board issued 263 sewage disposal permits this year.

Food establishments continue as always to be an on-going responsibility for the Board. We are fortunate and proud to have a number of qualified food inspectors and educators on staff. The bulk of the food-service inspections are conducted by Susan Ford or Pamela Ross-Kung.

In October part of the town's water system tested positive for E. coli bacteria. In order to assure that public health was protected and until it could be determined that the water system was free of contamination, a Boil Water order was instituted for 10 days. This precautionary order inconvenienced many, particularly our food service establishments, who were required to use boiled or bottled water for all food preparation, hand washing, and for the cleaning of food-contact surfaces. We would like to offer a special thanks to them and to all for their cooperation and understanding during this period.

This year the Board has been very active and thorough in their review of residential subdivisions, site-plan reviews, special permit applications, zoning board of appeals applications and hazardous material storage. Additionally, the Board continues to inspect, permit, and monitor water quality at our town beaches, recreational camps, and semi-public swimming pools.

Our environmental health personnel changed significantly this year. In February Laurie Lessard was hired as secretary. In June we saw the departure of former Environmental Health Director, John J. Casey. John served the Board nobly for four plus years and was liked by all who knew him. We wish him the best of luck in the private sector. In August John R. Garside was hired as the director, and Darren R. MacCaughey as the assistant director.

The State Sanitary Code pertaining to recreational camps for children underwent major revisions over the last two years and we look forward to 2000 knowing further revisions are expected. Additionally, major revisions to the lead paint regulations and food regulations are forthcoming. Locally, the Board anticipates revisions to our sewage disposal regulations during this coming year.

CLINICS AND REPORTED COMMUNICABLE DISEASES

Chicken Pox	22	Flu Inoculations	2180
Salmonella	5	Pneumonia Inoculations	68
Cryptosporidium	2	Tuberculosis Testing	60
Giardia	10	Immunizations (Td, MMR)	102
Hepatitis B	2	Hepatitis B Inoculations	566
Campylobacter	2	Hypertension Screening	675
Lyme	2	Home Visits	130
Hepatitis C	2	Lead Screening	8
E coli	1	Cholesterol Screening	28
Haemophilus Influenza	1	Well Child Clinic	3
Shigella	1	Mammograms	13
Reported dog/cat bites	9	Pap Smear Clinic	13

HEALTH FAIR STATISTICS

Total Attendees 225

Cholesterol/Lipid Profile	121	Blood Sugar	120
Skin Cancer	55	Podiatry	20
Colorectal	72	Chiropractic	30
Body Fat	100	Pulmonary Function	50
Vision/Glaucoma	105	Prostate	38
Hearing	75	Blood Pressure	75

DENTAL PROGRAM

Total # in Program	351
Total # of exams	277
Total # of cleanings and fluoride treatments	74

Total # of Referrals:

Caries	48	Orthodontics	171	Sealants	116
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Total by class:

Kindergarten	79	4 th grade	22
1 st grade	75	5 th grade	37
2 nd grade	41	6 th grade	11
3 rd grade	70	Multiage	16

PERMIT & SERVICES RECEIPTS

TYPE OF PERMIT ISSUED

AMOUNT RECEIVED

Septic Disposal Works (Septic) Permits	\$ 15,600
Installer's Permits	3,400
Hauler's Permits	1,000
Food Service Permits	7,465
Frozen Dessert Permits	70
Pump Permits	900
Well Permits	920
Beach Permits	450
Pool Permits	450
Stabling/Piggery Permits	35
Camping/Hotel/Motel	250
Soil Evaluation/Percolation Testing	23,325
Tanning Permits	200
Tobacco Sales Permits	1,450
Massage	1,950
	<hr/>
	\$ 57,465

ADDITIONAL RECEIPTS

AMOUNT RECEIVED

Cholesterol Screenings	218
Immunizations	2,067
Lead Testing	48
Dental Screening	380
	<hr/>
	\$ 2,713

Respectfully submitted,

Louis E. Ashley
Chairman

COUNCIL ON AGING

CAMERON SENIOR CENTER

The Westford Council on Aging is located at the ADA handicap accessible former Cameron School, 20 Pleasant Street, now named the Cameron Senior Center. If you have not had the occasion to visit us, please drop in. We opened our doors in June 1994.

PURPOSE

The Council on Aging (COA) was established on March 11, 1967, pursuant to Chapter 40, Section 8B of Massachusetts General Laws, to provide services, advocacy and information to improve the quality of life for all Westford residents who are 60 years of age and older. The COA is appointed by the Board of Selectmen and works under the guidelines of the Executive Office of Elder Affairs.

MISSION

The mission of the Westford COA is to promote the physical, emotional, and economic well-being of older adults, and to promote their participation in all aspects of community life.

FACILITY

The Cameron Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community. Cameron is shared by the entire community for the human service needs. The eight classroom facility is supervised, scheduled and maintained by the Director of Elder Services. The COA hosted a gala open house in October to celebrate Cameron's Fifth Birthday.

TRANSPORTATION

Van service provides transportation for the elderly and disabled to meet their obligations for keeping medical, nutritional, social and shopping appointments, and any other needs. The service operates within Westford and in surrounding towns including: Chelmsford, Lowell, Concord, Burlington, Billerica and Groton. Funding from the town for a COA Van began in January 1998.

The Van was on the road covering 26,488 miles. One-hundred and forty-one (141) users were provided transportation to 399 medical appointments, 1143 nutritional, and 2564 other appointments. Based on projections for the first six months of Fiscal 2000, the mileage should increase by 5000 miles (21%) with corresponding increases of over 50% in each of the trip categories. The success of the van can be attributed to the following drivers who received mandated State sensitivity training along with CPR and First Aid. Thank you to the following individuals who stepped forward to operate the van and assist the seniors: Gene Jungbluth, Bob Eickel, Marie St. Gelais, Carolyn Chabot, Aime Gervais, Denise Smith, Carol Turgeon, Janet Kelsey, Joanne Sheehan, Dick Severyn and Marilyn Moran. Because of the escalating use and needs of this community, a larger capacity van (14 riders) was put into service on December 23, 1999.

STAFFING

Council on Aging Town-supported employees are: a full-time Elder Services Director, a part-time Senior Aide and a part-time Social Worker. Joanne Sheehan completed her seventh full year as Elder Services Director. Livia DeMarino has been our exemplary Senior Aide for sixteen years. Karen Campbell, our Social Worker, started with us in July 1998 and is presently funded 18 hours per week by the Town and 12 hours with a Title III Grant. She has made a major impact on assisting elders at risk.

SOCIAL WORKER

Each day Karen has the privilege of meeting incredible people who have lived extraordinary lives. Her primary goal is to link them with services that enable them to continue to live in their own home safely. These services include: life lines, home health aides, Meals on Wheels, fuel assistance, food stamps, financial counseling, legal advice, adult day health, transportation, respite care and information on assisted living, nursing homes and dementia units. She also deals with the relatives of elders in Westford, helping them care for their parents or older relatives, often long distance. This year she has helped two people realize their wish to die at home under hospice care. Physical and financial limitations are among the greatest problems facing seniors in Westford. Many of her clients live on less than \$600 a month income and so have great difficulty managing, as the town becomes more affluent.

Through the intervention of the Senior Center, several people were assisted in remaining in their own home this year. Many people who live in the community voluntarily teamed with the Senior Center to provide assistance to those in need. Often referrals come from concerned neighbors demonstrating that "small town" caring still exists in Westford. Our Social Worker enjoys working closely with the police and fire departments who have been invaluable in assisting elders at risk.

The Senior Center has five part-time employees supported by the Town. Gene Salovitch, Custodian and maintenance person, has taken Cameron into his capable hands and done an outstanding job. Marjorie Hunter is in her fifth year on our staff as the Receptionist. Marjorie is a tremendous asset offering word processing at the Senior Center along with bank deposits, program registrations and coordination of various activities. Miriam O'Connell joined our team in 1997 as the afternoon Receptionist. Miriam, a former volunteer, assists with accounts payable, bus trips, word processing and whatever is asked of her. Gertrude Membrino, a three year volunteer, has complimented our Clerical/Receptionist staff with coverage of the front desk. Christine Irvine was a welcome addition in August as Administrative Assistant.

Michael Henderson, part-time Senior Aide of the Elder Service staff, departed after one year to pursue other interests. Eugene Jungbluth, Lead Van Driver, assumed the data entry responsibilities needed for the Executive Office of Elder Affairs and is funded from the Elder Service Corp. Volunteer Program. Janice Black vacated the position as Interim Manager at the Nutrition Program and we wish her well. Marie Lawrence assumed the position as Manager of the Merrimack Valley Nutrition Program. Pam Ricard is the Site Aide for the Meals on Wheels and congregate lunch program along with continuing in the position of Meals on Wheels driver. Pam receives a stipend as Volunteer Coordinator

specializing in the revitalization of our Friendly Visitor Program with an Incentive Grant. Richard Bennett is in his third year as the nutrition assistant and performs various tasks for the center, which are funded by an Executive Office of Elder Affairs incentive grant. Mary Sudak, our Senior Meals on Wheels driver continues to do a terrific job delivering hot lunches and as our evening Supervisor. Hazel Evans has continued on as a volunteer providing birthday greetings from the White House to those who have reached their eightieth birthday and every five years thereafter.

Our Senior Companion Program is federally funded by Community Teamwork, Inc. and provides us with the service of Ena Hopkins, Margaret Tebbetts and Millie DeMattia. Senior Companions do a fine job visiting and communicating with homebound elders in Westford. These ladies are a vital link to the community for the many people they serve. Ena received an accommodation for her fifteen years of service.

Foster Grandparents provide services to children in the Westford Schools. Our three Foster Grandparents are Irene Diette, Sabina Coleman and Mary Nugent. Nine elders donated hours to the Retired Senior Volunteer Program, serving Westford Rehabilitation and Nursing Center, Cameron Senior Center and the Chelmsford Senior Center. The RSVP volunteers are: Helen Brickett, Monique Brule, Juliette George, Helen Holt, Marguerite Lynady, Mary Sawosik, Kathleen Teague and Thelma Zielinski.

SHINE certified volunteer Dorothy Hall and COA Director Joanne Sheehan continue to provide elders with one-on-one counseling specific to Medicare and other health insurances, which may include filing a claim of appeal, providing referral information, identifying additional public benefit programs on the clients behalf, and directing clients to appropriate agencies. Dorothy is the ultimate in volunteers, who, along with Joanne and Christine, do the intake on all Town of Westford fuel applications, and CORI checks on all new employees and volunteers who will be in contact with an elder. A significant increase in services were provided with the Senior Prescription Drug Program.

In 1993 the SHINE Program (Serving Health Information Needs of the Elderly) was started in Westford through the Cameron Senior Center to provide counseling to our senior citizens. The SHINE Counselor provides the senior with free confidential one-on-one counseling to assist elders and other Medicare beneficiaries with the why and whereas of Medicare and other health insurances. Many of our elders need help and advice in deciding what kinds of benefits would best suit their needs, the amount of coverage they should have, and how to take full advantage of the insurance they already have. Once elders are insured, the volunteer counselor informs them how to file necessary claims, gain access to care, exercise their appeal rights, and also to explore other less expensive options now that escalating costs in the health care industry is affecting us all.

In Westford for the year 1999, 48 elders made 134 visits, (at the Center or by home visits) for counseling related to their Health Insurance or other public benefits. Total savings accumulated for the year was \$20,450.

This program is sponsored by the Executive Office of Elder Affairs and 450 volunteer counselors serve various communities statewide. Annual statistics for 1999 indicate that 66,123 Massachusetts residents were served for a saving of \$11,009,892.

This is testament to the fact that it is a worthwhile program and WESTFORD should be proud to be part of that network.

MONEY MANAGEMENT

Money Manager Lynne Gill is certified and trained as a volunteer to provide free service to assist low-income elders who are having difficulty writing checks and managing their money. Money managers are bonded and can be used as a bill payer service or representative payee service.

Her job as a money management volunteer is to set up a workable budget for her clients and to serve as a bill-payer, writing checks for clients physically unable to do so. At present she has 3 clients, 2 of whom are legally blind, and the third recently widowed, with problems writing legibly. At their first meeting, it is determined how often they need to meet - weekly, monthly, or somewhere in between, depending on their needs.

A filing system is set up for paid bills and to make sure clients have a secure place to keep all unpaid bills so they can be located at each visit. If a client needs to file for taxes, she sorts out the bills and other papers with tax impact, though she is not a tax preparer.

In addition to writing checks for their signatures, she addresses envelopes when necessary, sorts their mail, reads to those who are sight-impaired, and discards the ever-present junk mail. After analyzing their phone bills for a couple of months, she has suggested and arranged for changes in both long-distance and local phone service to save expenses. She intercedes with companies whose billing seems in error (1 client had been switched from AT&T without her knowledge) and with client banks to get the most cost-efficient account given their circumstances (i.e. no fee checking, special checks for visually-impaired individuals, direct deposit of social security checks, direct debit of some bills). Although she cannot withdraw funds for a client, she often deposits checks for them, or helps them with phone transfers. She is also required to reconcile their bank accounts monthly, submitting a copy to Elder Services along with a detailed report on their physical as well as fiscal condition.

After the bill-paying is concluded, Lynne usually stays for a short visit and talks with them about their lives and families - the best part of her "job" as a money management volunteer.

Tax Counseling continued to be provided to the elders in Westford by the dedicated volunteer Everett Clement and his assistant Al Lehman. Everett and Al retired at the end of this year. Working with AARP, this program will continue.

The Westford Community Food Pantry, which is housed at the Senior Center, is available to all Westford residents. The pantry relies on a dedicated group of volunteers for all services including the delivery of groceries to homebound. Thanks for the hard work of volunteers: Mary Gallant, Patricia Stacey, Grace Basner, Tom Fletcher, Pat Gallo, Linda Maguire, Norman St. Onge, Annette Cerullo, Elwin Bagley, Chuck VanLandeghem, Linda Newhard, Antoinette Cairns, Hazel Evans, Joseph Payne, Cyril Pipan, Chet Sienkiewicz, Dick Severyn, Sandy Demone, Sharon Boonstra, Kevin McKenna and the Westford Newcomers and Friends. The Kiwanis, along with local businesses and residents, have given tremendous support to the Food Pantry. A Project Bread grant was

approved to continue to meet the Pantry's increased demand. Thank you to all of the volunteers who pick up and deliver the donated food, along with the staff who continue to pitch in wherever needed. USDA food continues to be available to Westford through the efforts of Representative Geoff Hall and is available monthly to the income eligible. We are most grateful for the cooperation of the school department providing the lift truck and the monthly services of Richard Crocker, Raymond Ricard, Kurt Franz and Richard McLaughlin to pick up the food in Lowell for us. United Way Funds were awarded in 1999 to provide elders with an extra bag of groceries.

The Council on Aging administers a Senior Tax Work Program for the Selectmen. This program enables a limited number of Westford Seniors to give of their special talents a maximum of 100 volunteer hours to the school or Town and in return they receive a \$500 credit on their tax bills. Applications are available at the Cameron Senior Center. Dorothy Hall is now coordinating this program along with T.R.E.A.D.

The T.R.E.A.D. Program (Tax Relief for the Elderly and Disabled) is a rebate program accessed through the Senior Center. It is income-based. This year the program helped eleven individuals with \$350-500 in meeting their real estate taxes. A total of approximately \$5000 was disbursed. The funding is made possible through the generous donations of several Westford individuals and businesses located in town. Donations accepted anytime by presenting a check specifying it is for the tax relief program, made payable to Town of Westford.

Formula Grant funding from the Executive Office of Elder Affairs has provided us with funds for postage for our monthly newsletter, along with Outreach hours and transportation expenses. The Massachusetts Cultural Council funded the entertainment for our annual Gay 90's luncheon and cookouts. We have secured a grant from the Cultural Council for next year in the area of arts and entertainment. A \$1 a year lease was continued with the Lowell Regional Transit Authority to provide the Council with a van to transport elderly and disabled. In December we were upgraded to a 14 passenger accessible van. Our collaboration with Elder Services of the Merrimack Valley, Harvard Community Health, and the Chelmsford Senior Center in the Drive People Happy Program volunteer senior transportation, remains active. Officer Ray Peachy provided the DARE van for emergency back-up transportation.

OUTREACH

One of the primary functions of the COA is to assist elders with problems, questions and difficult situations. The Council has an Elder Services Director, Social Worker, Senior Aide and volunteers who can provide assistance, information and referral services to elders needing help with prescription drugs, social security, insurance, housing, public assistance, nutrition, transportation, financial counseling, fuel assistance, etc. Outreach assistance may be obtained by calling or visiting Cameron Senior Center. Home visits may be arranged by appointment. A Cameron Senior Center brochure was published by the Council on Aging in 1998 and is available free of charge to all that request one. A monthly newsletter is produced for all Westford households in which a senior resides. Please call us at 692-5523 to receive yours. Outreach was expanded this year to seminars

at the Westford Housing Authority sites on Tadmuck Road and Cross Street.

SENIOR AIDE

Livia "Lil" DeMarino, Senior Aide since March 13, 1983 for the Town of Westford, has enjoyed the job of meeting, visiting and helping Seniors.

Sometimes just stopping in to talk about grandchildren and great grandchildren, makes the day much more pleasant for the Seniors that do not have too many visitors.

Four hours each day, five days a week, from 8AM - Noon, her day begins with making coffee at the Cameron Senior Center then working at her desk on reports and visiting schedules until 9:30 AM. From 9:30-11:30 AM she visits two or three Seniors, making sure that they have no problems. Then it is back to the Senior Center for lunch prepared by the Greater Lawrence Technical School.

Lil finds it very rewarding when Director Joanne Sheehan can make referrals for services needed to help her senior friends.

REFERRAL

The Elder Service Director and Social Worker can assist elders and their families in referring them to services offered through the COA. Such referrals can include:

- * Home Care Services: to assist older adults to remain in their own home. Eligibility guidelines are based on age, need and financial circumstances. Services include: case management, chores, emergency shelter, homemaker, home health aide, personal care and protective services.
- * Adult Day Care: Includes adult day health and social day care.
- * Alcohol Treatment
- * Alzheimer's Disease
- * Suicide Prevention
- * Nursing Home Placement
- * Hospice Programs
- * Parkinson Support Group
- * Bereavement Group
- * Caregiver Support Group
- * Consumer Credit Counseling

HUMAN SERVICES

The following human service programs may be accessed through the Director of Elder Services for the entire community:

- * Fuel Assistance
- * Food Pantry
- * Government Surplus Food
- * Holiday Baskets
- * Respite and Companion Care
- * File of Life
- * Medical Equipment Loan
- * Money Management
- * Pharmacy Assistance
- * Eldercare Fund

- * Tax Work Program
- * Transportation
- * Thrift Shop
- * Tax Relief for the Elderly and Disabled (TREAD)

NUTRITION

The COA sponsors the following programs:

- * Congregate Meals: congregate meals are available five days a week at the Cameron Senior Center. The donation is \$1.50 per meal, and you must call two days in advance. The number for the Merrimack Valley Nutrition Program is 692-4480, 10AM-1PM.
- * Home Delivered Meals: this program is federally funded to provide hot meals, five days a week, to elder Westford residents who are homebound. A limited number of weekend frozen meals are available. Donation is \$1.50 per meal, call 1-888-820-5423 for more information and referral.
- * Food Pantry: no requirements to be met to receive food. The sole purpose is to help any family or single person in need. Food Pantry hours for pick-up are 3rd Monday 1-3:30, 3rd Wednesday & 3rd Thursday 8:30-11:30.
- * Holiday food baskets are provided to eligible Seniors and community members through the generous support of St. Catherine's, Westford Police Association and many local businesses, residents, churches and youth groups.
- * The Kiwanis hosted two cookouts for Seniors at the Cameron Senior Center and entertainment was funded through the Cultural Council.
- * The Women's Club baked for the Holiday Tea and the entertainment was provided by the Cameron Music Makers under the direction of Ann Bennett.
- * American Legion Post 159 and the Firefighters auxiliary hosted a ham & bean supper at the Franco-American Club.
- * A cookout was generously hosted by Senator Panagiotakos and State Representative Geoff Hall at Cameron, with entertainment funded through the Cultural Council.
- * Jim Geraghty Family & Friends hosted a turkey dinner for seniors at Thanksgiving for a second year with cooperation from the School Department.

HEALTH

The following health services are available to Westford elders:

- * Adult Maintenance Clinic: 2nd Tuesday of every month at Roudenbush Community Center.
- * File of Life Kits: available from the Senior Center and funded by the Westford Police Association.

- * Well Elder Clinic: sponsored by the Lowell Visiting Nurse Association at elderly housing on the 2nd Wednesday of the month from 2-4 PM and Cameron on the 4th Wednesday of the month from 8-10 AM.
- * Flu and Pneumonia Vaccines: available in the Fall.
- * Hearing Tests: available the 2nd Tuesday of every month at Roudenbush.
- * Podiatry Clinic: 3rd Wednesday of every other month at Cameron; appointments are necessary.
- * Medical Equipment: the Senior Center has available for borrow such items as wheelchairs, walkers, commodes, canes, crutches, hospital beds, etc.
- * SHINE counseling
- * Geriatric Assessment
- * Respite and Companion Care

CAMERON SENIOR CENTER ACTIVITIES

The Senior Center offers the following:

- * Speakers: guest speakers address topics such as the health care proxy, financial planning, estate planning, homestead act, fitness, etc.
- * Activities: bridge, aerobics, bingo, strength training, ceramics, rug hooking, crafts, knitting, chorus, pool tables, whist, country line dancing, investment club, train club, painting, library, drop-ins and other similar activities on an on-going basis.
- * Instruction is on-going in the areas of: aerobics, art media, strength training, investments, T'ai Chi, rug hooking and knitting.
- * Support Groups: the Center offers support groups and referrals throughout the year in areas such as Money Management, Alzheimer's Disease, Parkinson's, Bereavement and Caregiver Support.
- * Trips: the COA supported fourteen trips this year to museums, theaters, casinos and shows along with special events, luncheons, socials, evening hours and such activities as the Walk for Elders.
- * Drop-in Center: the Center is open and staffed Monday through Friday from 8 AM to 4 PM for people who care to drop in and visit. Cameron is open for activities on Thursdays 6:30-9:30 PM, Wednesday evenings for the train club and some Sunday afternoons.
- * Senior Citizen identification cards may be picked up at Cameron.
- * Thrift & Gift Shop is open Monday through Friday, 9-3.
- * Bookmobile
- * Tax Assistance
- * Middlesex Train Club meets at Cameron, Wednesdays, 7:30-10:00 PM.
- * America on Line
- * Merchants Discount Program available at the following locations thanks to the tireless efforts of Charlotte Scott, Merlyn Cajolet and Aime Gervais: Deli'cious; Pets, Pets, Pets; Photo Finish; D'Angelos; American Video; Supercuts; Harris Office Products; Before & After; Westford Valley Eye Care; The Family Eye Care Center; Pizza Express; Looking Good Haircutters; Holly Hill Framing; Once Upon a Time; GNC; JoAnn Fabrics; In Style Hair Design; Agresti's; Drew Farm Country Store.

Monthly volunteers were recognized and include: Doris Smith, Hilma Anderson, Gert Membrino, Elwin Bagley, Chuck VanLandeghem, Loretta Tousignant, Hazel Evans, Pauline Oliver, Veronica Whitehouse, Gene Salovitch, Carolyn Chabot and Anna Wyman.

RESPIRE AND COMPANION CARE

The respite and companion care program provides supervisory care and attention to isolated and/or convalescent elders to allow families a time of relief from daily routine. The fee is \$7 per hour with a maximum of \$100 per day. Call 251-8491 for more information.

LEGAL SERVICES

The COA can refer you for assistance with legal issues such as consumer protection, evictions, food stamps and other similar problems. Attorney Leslie Madge, along with Attorney Cheryl Hanley, provide a free private consultation on all matters with Westford seniors bi-monthly at Cameron. For a confidential appointment call 692-5523.

GOLDEN AGE CLUB OF WESTFORD

A social and recreational club for elders that meets the last Monday of the month at Cameron Senior Center at 1:00 PM. Membership is open to all Seniors.

FRIENDS OF THE CAMERON SENIOR CENTER

The Friends of the Cameron Senior Center, Inc. is a non-profit corporation formed to raise funds for our Senior Center in lieu of funds from local or state Government. The Friends purchased a sound system for the Cameron Choral group.

LONG RANGE PLANS

The COA completed the rehabilitation of the former Cameron School into a Senior Center. A lease was continued with the Lowell Regional Transit Authority (LRTA) and a larger COA Van which transports 14 elders and the disabled in Westford was put on the road in December 1999. Thank you to Westford resident, William Kavanagh, the town's representative to the LRTA, for his assistance in obtaining the van. Future plans include the Council addressing landscaping, exterior doors, interior senior center enhancements, the Cameron cupola, re-roofing the bulkhead, replacing a fascia board, and replacing or refurbishing our sign. The chimney was rebuilt in 1999.

THANK YOU

The COA remains dedicated to addressing the needs of the elderly in Westford. In addition to the staff the COA would like to thank those individuals who have volunteered their services to the Council on Aging. We would also like to express our thanks publicly to the following Town Departments and Committees along with all the Clubs, Organizations and Businesses for their continued support and cooperation: Fire, Health, Highway, Library, Police, Recreation, Recycling, Roudenbush, Schools, Selectmen,

Town Manager and Water. Also the American Legion Post #159, Scouts, Elks, Franco-American Club, Veterans Post # 6539, Friends of the Cameron Senior Center, Golden Age Club, Hidden Valley Home and Garden Club, Women's Club, Kiwanis, Lions, LRTA, Newcomers & Friends, Westford Garden and the Cultural Council, St. Catherine's, St. Mark's, United Methodist and First Parish churches, Banks, Representative Geoff Hall and Senator Steve Panagiotakos. Thank you each and everyone. Without the help of organizations, Town Departments and individuals aforementioned, we would be unable to furnish the many services available to the seniors of Westford. Thank you to Livia DeMarino, Dorothy Hall, Lynne M. Gill, Eugene Jungbluth and Karen Campbell for their contributions to the Town Report.

Respectfully Submitted.

Joanne Sheehan, Elder Services Director

The Council on Aging

Helena M. Crocker, Co-Chairman

Mary E. Smith, Co-Chairman

Judy Bartlett, Vice Chairman

Robert Tierney, Secretary

Eugene Jungbluth

Cecilia Healy

Nancy Oakes



Banner on West Prescott St during WWII kept count of the people of Forge Village that were serving in the Armed Forces with blue stars
Photo Courtesy of Bill Rogers

Department of Veteran's Services

The Town of Westford provides necessary services and benefits to eligible veterans and their dependents. In 1999, more than \$ 8,000 was expended on financial and medical assistance to eligible veterans. Six individual cases were opened during this time and an average of three remain open monthly.

The Veteran's Service's office offers burial assistance, job programs referral, housing assistance, and food and fuel assistance, and drug and alcohol counseling and referral. The local American Legion, Veterans of Foreign Wars, and Disabled American Veterans organizations provide invaluable and complementary support to the office.

We have the good fortune of adding the assistance of Paul Murray as Veteran's Organization Liaison Officer to provide a link to our town veteran's posts and to enhance the services offered through this office. The Town Clerk, Nancy Oakes, continues to provide support as an Adjunct Veteran's Agent.

Our goals during the coming year will be:

- To provide continued support for the needs of local veterans, and to identify specific needs.
- To promote a local enrollment process that allows the town to routinely identify and acknowledge those who have served in the Armed Forces;
- The honoring of veterans who were compelled to serve at the sacrifice of their school graduation;
- The support for the installation of local monuments commemorating those Westford veterans who served their country

As in the past, the contributions of the Selectmen, the Town Manager, and other members of the community are key to the ongoing support of Westford's service veterans.

WESTFORD HOUSING AUTHORITY

Report to the Town

1999

The Westford Housing Authority (established in 1971) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 73 units of housing for the elderly and disabled – 48 at 65 Tadmuck Road, 11 at 7 Cross Street and 14 at 7 Church Street. We also own and manage six units of low-income rental family housing. We are currently constructing two homes to provide housing for eight people with mental illness. Our housing programs are subsidized and regulated by the Commonwealth and require no financial contribution from the Town.

The Board of Commissioners of the Housing Authority is made up of four Commissioners who are elected by the town for a five year term and one who is appointed by the Governor. In the May town election, Muriel Drake was reelected for a five year term. The Governor reappointed Maria Hamer for an additional three year term.

At the annual restructuring meeting of the Housing Authority Board of Commissioners held in June 1999, members were elected to the following positions:

Robert Ferreira, Chairman
Maria Hamer, Vice Chairman
Phyllis Koulouras, Treasurer
Carol Engel, Asst. Treasurer
Muriel Drake, Member

In December of 1999, the long-awaited ground breaking for the construction of two homes for people with mental illness, occurred. It is planned that construction will continue throughout the winter months and the homes will be available for occupancy in late spring of 2000.

With the help of Representative Geoff Hall, and Senator Steve Panagiotakos, funding was secured from the Department of Housing and Community Development to repaint the Sargent School Elderly/Disabled Housing building in Graniteville. The Board of Commissioners wishes to extend their sincere thanks to our local legislators for the part they played in obtaining this grant. The painting took place during the fall and the exterior appearance of the building was improved immensely.

As the need for affordable housing in our community grows far beyond our ability to provide it, the Commissioners continued to investigate and pursue any possible options that might lead to an increase in our housing stock. To that end, the Housing Authority has spent considerable time working with the Stony Brook Master Plan Committee (developing the former Farmer parcel), the Affordable Housing Ad Hoc Committee (investigating options for scattered site affordable housing), the Tadmuck Housing Master Plan Committee (looking at the expansion of our present facility on Tadmuck

Road) and the Town Manager's office to identify any possible avenues for potential growth.

In an effort to educate the citizens of Westford regarding the issues surrounding affordable housing, the Housing Authority participated in an affordable housing forum during the spring of 1999. The Commissioners are particularly concerned about the public misconceptions associated with this type housing and recognize the need to dispel these myths. The Commissioners pledge to continue to aggressively carry out their mission of providing safe, decent and affordable housing to the residents of Westford who are in need.

In an attempt to meet the needs of Westford's particularly frail and sometimes under served elders, the Housing Authority has agreed to work with the Westford Council on Aging to provide the location for a Supportive Day Services program at our 65 Tadmuck Road elderly/disabled housing complex. The Commissioners are pleased to participate in this joint venture and look forward to working closely with the Council on Aging to make this project a success. A July 2000 opening is anticipated.

As we do every year, the Board and Staff of the Housing Authority wish to acknowledge and thank the many individuals, Veteran's groups and service organizations of Westford who have given so much of their time and resources to make the lives of our residents that much more enjoyable

Respectfully Submitted:

WESTFORD HOUSING AUTHORITY

Robert Ferreira, Chairperson

Maria Hamer, Vice Chairperson/State Appointee

Phyllis Koulouras, Treasurer

Carol Engel, Asst. Treasurer

Muriel Drake, Member

Christine Pude, Executive Director/Secretary

THE COMMONWEALTH OF MASSACHUSETTS
STATE RECLAMATION BOARD

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

111 Otis Street, Northboro, MA 01532-2414
Telephone (508) 393-3055 • Fax (508) 393- 8492



ANNUAL REPORT 1999

PREFACE

The 1999 Annual Report of the Central Massachusetts Mosquito Control Project (CMMCP) has been prepared so as to provide the citizens and officials of the member cities and towns with information pertaining to the Project's control procedures and related activities.

As you read through this report you will notice that the Project is committed to an Integrated Mosquito Management (IMM) program. IMM utilizes a variety of control techniques and evaluation procedures. All control efforts are undertaken only after surveillance data has been collected and analyzed. This allows control decisions to be made based on the exact need that exists at specific sites. Environmental considerations are paramount when prescribing various control techniques.

The five CMMCP commissioners are appointed by the State Reclamation and Mosquito Control Board to represent your community's interest. The commissioners meet with the Project superintendent on a regular basis to discuss and formulate policies and to provide their expertise in the operation of the Project. The commissioners welcome your input and we encourage you to schedule an appointment to visit our Project headquarters.

Copies of this report are distributed to key officials and departments in our member communities as well as to the public libraries. We would encourage officials to take time from their busy schedule to study this report. We have tried to be prudent in our decisions, representative of your interests, and responsible in the conduct of our activities.

The Project's goal is to provide good effective environmentally sound modern mosquito control at a reasonable price. Our staff of competent well trained experienced employees are known throughout the member communities as individuals who take great pride in their work.



Frank S. Perrin, Chairman
Board of Commissioners
Central Massachusetts Mosquito Control Project

"1999 SUMMARY"

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 29 cities and towns throughout Middlesex and Worcester Counties.

The Project's headquarters is located at 111 Otis Street, Northboro, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance.

The CMMCP practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control.

During 1999 the Project conducted four hundred and twenty six (426) adult mosquito spraying operations in residential and recreational areas, and three hundred and fifty four (354) larviciding operations. Nine thousand, nine hundred and eighty one (9,981) catch basins were treated with larvicidal briquettes to control the mosquitoes that seek out these cool dark wet areas to breed. One thousand, six hundred and thirty five (1,635) culverts were cleaned in an attempt to eliminate unnecessary standing water. This work was done in conjunction with cleaning, clearing, and digging of one hundred and six thousand, two hundred and ninety eight (106,298) feet of streams, brooks and ditches. This represents over twenty miles of waterways which were cleaned and improved.

Five ponds were cleaned and redug during 1999 to make them once again suitable for native fish, frogs, and other wetlands wildlife and vegetation. Our pond cleaning projects have been extremely successful at reducing the mosquito breeding in these areas, while at the same time restoring the pond's value for fire fighting, agriculture, recreation and/or aesthetics.

The Mosquito Awareness Program which we offer to elementary schools in our district has become very popular. Project staff meet with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Live samples of mosquito larvae are included with the presentation, and are left in the classrooms so that students can watch them develop. Slides, videos, handouts and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides we continue to expand our water management program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, wetlands are restored, and water quality is improved.

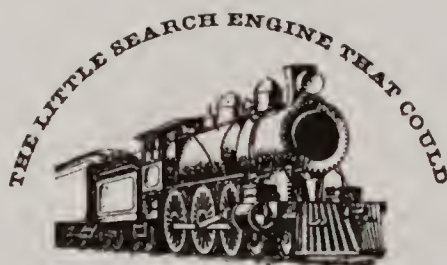
Bti mosquito larvicide is used to treat areas where mosquito larvae are found. We routinely check known breeding sites, but also encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all such sites and treat if needed.

Our goal is to handle all mosquito problems with water management or larviciding but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential and recreational areas are treated with either hand held or pick-up truck mounted sprayers.

The Project's surveillance program monitors adult mosquito and larval population density and is the backbone for prescribing various control techniques. Rain gauges are set out and data collected by our surveillance crews in an effort to predict when mosquito breeding will occur.

The Project's video "Working for You" is available to anyone interested in learning about mosquito control and the services provided by the Central Massachusetts Mosquito Control Project.

We would like to thank you for the support you have rendered during 1999 and we look forward to helping you and your community with its mosquito problems in the future.



IN 1999 THE J. V. FLETCHER LIBRARY hurtled “full steam ahead” into the new Millennium! Building on a fine tradition of collections, public services and programs, the library has entered “full-throttle” into the electronic age! Just like the “little engine” of “I think I can” fame, the Fletcher Library has embraced the role of *personal search engine* – the public’s personal, patient, and perspicacious ticket into the land of virtual information!

“Down by the [Internet] Station,
Early in the Morning...”



No, not “puffabillies all in a row,” but patrons needing help with new software, new databases, new ways of accessing knowledge and new-fangled contraptions! To meet the need, Fletcher

librarians are offering free training sessions on the Internet twice weekly, as well as personal assistance with databases, CD Roms and the electronic catalogs! Staff, too, have seen the virtual ground shifting beneath them, as they have tackled a new Local Area network and devised automated personnel and meeting room calendars; Head of Circulation/Automation Darrell Eifert served throughout the year on the Town’s Y2K Committee (with all calamities successfully averted), while Head of Youth Services India Nolen served on the Merrimack

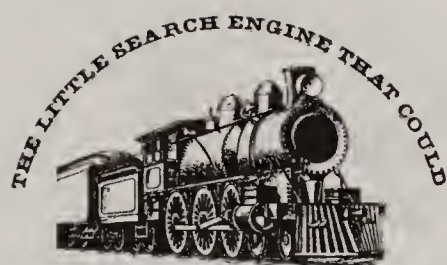
Valley Library Consortium network’s Next Generation Vendor Committee (with planning afoot for a new network software).

Working from a Technology Plan and a state-mandated Annual Action Plan, staff have transformed the library web site www.westfordlibrary.org into a state-of-the-art resource, with a view towards encouraging remote interactive access to the library. The “tracks have been laid” (new wiring and equipment) to offer enhanced Internet and database access to an eager public.

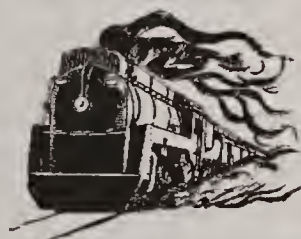
All Aboard the InfoTrac!



Public libraries, such as the J. V. Fletcher Library, enjoy a host of services and benefits as a direct result of membership in the Commonwealth’s six regions. The Fletcher Library, as a member of the Northeast Massachusetts Regional Library System, receives daily delivery through the regional courier service, loaning and receiving over 7300 books and items last year. We are now able to search for unusual titles world-wide, and receive them from as far away as New South Wales and the Montreal Bibliotheque! Special medical and legal library members are designated “legal” and “medical” authorities and sophisticated patron questions can be referred to these specialists. A soon-to-be implemented service is an “After-Hours” reference service to provide late night and weekend service to Westford patrons!



Over 300 databases are free to member libraries and their users, with over 250 in full-text and available from home!



"Even if you're on the right track, you'll get run over if you just sit there."

— Will Rogers

Free continuing education and free consulting services round out the incredible benefits to regional library members! Westford staff attended 53 different off-site training sessions in the past year, while an intense in-house training plan was developed as well by Asst. Director Linda Schreiber. Director Rainville served as President of the NMRLS Region and chaired its Strategic Planning Committee. As well, she served as an appointee to the Board of Library Commissioners' statewide "Public Library Initiative" and "Video Public Relations Project." All levels of staff busily explored and assessed new technologies, acquired new skills, and planned for the future, all so as to not "be left behind at the depot!"

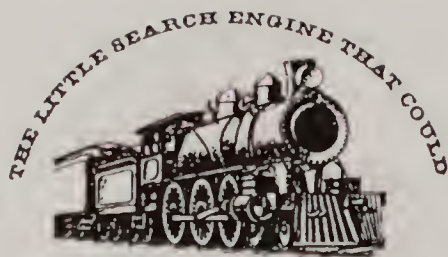


"Dinah, blow your horn!"

No, it wasn't "the great train robbery," but a bit of your tax dollar was garnered for use at the local level, as library staff received three different grant awards this past year. Grant funding in the amount of \$10,000 was received for the Preservation of almost 300 historic Plate Glass Negatives of Westford scenes generously donated for this purpose by the Roger Day family. This project was funded through the Massachusetts Board of Library Commissioners with funds from LSTA (Library Services and Technology Act), a Federal source of library funding. Staff applied for a \$4,000 grant for Retrospective Conversion of Historic Records from our region — NMRLS. As a co-sponsor with the Town Clerk Nancy Oakes and other Town agencies, reference librarian Virginia Moore applied for and received \$6600 under the Massachusetts Documentary Heritage Program, for a model municipal pilot project to survey and assess all historical holdings in Town.

Reading Railroad

Getting on board with reading and information is still what the public library is all about, especially for the youngest travellers! The travel itinerary was heavy as the library offered programs for youngsters and adults across a busy year! Highlights included the '60's Tea Party, the Roaring Twenties Murder Mystery, Pajama Storytimes with Carol Scriven, and Storytimes,



Fathertimes, and Mother Goose Times offered throughout the year.

Three Summer Reading Programs directed at all ages — “Read for the Fun of It” (juvenile), “That’s Entertainment!” (young adult), and “Read for the Halibut!” (adult) —netted over 1800 participants (with 1420 juvenile registrants, 126 reading adults and 275 Young Adult readers).

The library contributed to “Peaceable Westford,” participated in the “R U Aware Disability Fair” and offered four family Book sales throughout 1999.

Vacation and Holiday programs occurred throughout the year and included Dollee and Debbie’s GREAT PLANET MYSTERY, “Which Way to the Witch?”, “An Evening with a Union Soldier” and the ever-popular Gerwick Puppets hosting “Midwinter Magic.”

Make Tracks – Virtual, Literal or Literary – to the Fletcher Library!

Traffic *was brisk* as the yearly Patron Gate topped 169,000 users in the 303 days the library was open! Library staff fielded over 42,500 Reference questions, assisted 29,000 patrons with equipment

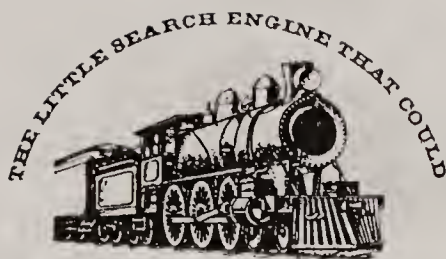


and electronics and personally answered over 28,000 phone calls! Even with shrinking space, over 1200 Meeting Room bookings were handled – bookings which can now be confirmed on the library web site. Staff processed 7300 Inter-Library Loans, reviewed, ordered and catalogued over 8800 new titles, and across the year circulated 270,823 materials! All in all, the library handled almost 13 items per capita or over one item a month for every Westford resident! New museum passes, CD’s, videos and DVD’s were added to the collection, while Internet and PC use skyrocketed and the Wagner Computer Room was booked over 930 hours! Even the aging Bookmobile was not spared, as circulation continued to climb, and this venerable vehicle “made its appointed rounds” to elderly, homebound, preschools, daycares and neighborhoods, spending 143 days on the roads of Westford.

A Silver Sledgehammer and a Golden Spike...

United the two ends of the transcontinental railroad at Promontory Point, Utah in 1869 – now it’s Internet connections and high-speed computers linking all parts of the globe together! With a momentous year and a millennium behind us, the Fletcher Library finds itself on its own *promontory* – poised for a bright technological and patron-oriented future!

Ellen Rainville, Library Director



J.V. Fletcher Library Board of Trustees Annual Report

We want to welcome newcomers to the Library. There is available a free video tour of the library. Some areas have moved and personnel have changed, but it will give you an overview of all the services provided by the Library. Long time Library users may want to view it also just to see if they have missed some of the new services provided in the last few years.

The Annual Action Plan was implemented by developing and submitting a job description for the position of Systems/ Automation Manager. This position was approved as an Exempt Employee at the Annual Town Meeting. Due to budget constraints, this position was not funded in FY2000 but has been deferred for one year.

In striving to maintain the wonderful level of service and knowledge of the staff, the staff participated in an intense in-house training during the fall, and over 53 workshops were attended.

The current bookmobile is over 20 years old. The years have taken a toll on the vehicle. The possible availability of grant money for the purchase of a new bookmobile had been pursued, but proven fruitless. Grant funding will be pursued under the new PUBLIC LIBRARY INITIATIVE. It has also been discovered that there are no bookmobiles available for lease. A few very

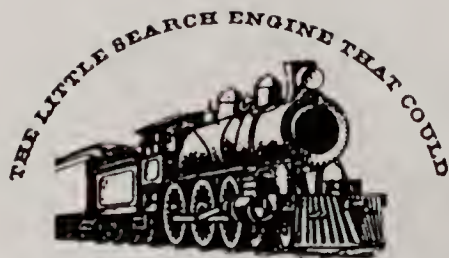
necessary repairs have been done to keep the bookmobile on the road for now.

The AC tower at the end of May 1997 started having problems. By then the FY1999 budget had already been approved including the capital allotment. The capital line item was held over to FY2000 to have sufficient funds for the replacement of the AC tower. In December the AC tower was replaced using FY1999 capital funds. Consequently many other budgeted capital items have been on hold for 2 years.

Population growth has greatly impacted the Library. Steps have been taken to collect information on the space needs of the Library. This is a continuing project. When a visioning committee submits their report, a planning committee will be appointed. Ellen Rainville, the Director, has purchased and read Himmel's work *Planning for Results*. She also attended a regional seminar on this topic. NMRLS staff has been asked to assist with facilitation of the process.

The Web site has been expanded and redesigned. The new address is: www.westfordlibrary.org.

Several staff members were awarded funds under the Ellen Downey Rainville Continuing Education Fund. The awards allowed staff to attend various MLA Conferences and NELINET seminars.



Other Trust Funds purchased Web site software. The software provides more services to the patrons via the Web. Staff has also received continuing education support. The Link to Literacy Program administered by Dick Kenyon received assistance toward purchase of materials. A few years ago the organization Link to Literacy stopped funding the program in Westford. The Friends of the Library and the Trustees have provided the funds necessary to continue this program. Dick Kenyon generously provides training for new tutors and tutors several students personally. Thank you Dick.

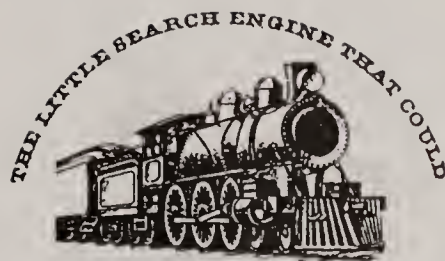
The Library participates in the Senior Citizen Tax Work Program. Under this program seniors are placed in jobs at different buildings in Town to help lower their tax burden. This year the volunteers include Lucien Pepin, Denis Watson, William Anderson, and Dorothea Jordan. The Library is also blessed with many other diligent volunteers. Houghton and Mack each volunteered over 250 hours. Pepin, Watson, Glendenning, Jordan, and Lane each gave over 100 hours. Another 25 volunteers and shelfreaders provided a total of 2196.2 hours of service. We thank all of you for your dedication to the Library.

Many people are unaware of the role the Friends of the J.V. Fletcher play in the Library. They provide Museum passes, the Summer Reading Programs, Holiday and Vacation Programs, the

ever popular videos and rental books, equipment, computers and furnishings, computer room, public relations, four book sales, and the Roaring Twenties Murder Mystery. These activities are supported by membership dues and donations, which are tax deductible, and book sale proceeds. The book sales would not be as successful without the knowledge and time given by the Book Sale co-chairs, Ann Mahoney, and Bob Price. We thank the Friends for their energy, time, and commitment to the Library.

When we attend State functions we hear excellent reports from many people on the courtesy and efficiency of our staff. Our staff also is innovative, knowledgeable, and resourceful. They are constantly researching ways to keep abreast of the newest technology to provide broader and more extensive services to patrons. Thank you all for your hard work and creativity.

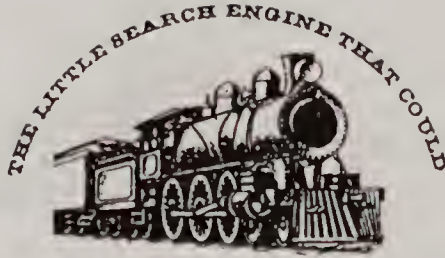
The other praise we hear at State functions is for our Director. Ellen Rainville has been at this Library for 28 years. She progressed through the ranks right here and has an excellent understanding of the requirements for every position. She also understands the pressures and problems inherent in each position. She has held many positions in the State. She even served as President of MLA. We thank you for excellent leadership, all the extra hours you devote to the Library, and the guidance you give to the Trustees.



In May of 1999 Trustee Doris Hathaway retired from the Board of Trustees. Doris we thank you for all of the computer expertise you provided. When new computers were being ordered, Doris always asked if we could afford more memory and speed. This was very prudent advice. The little extra ensured that we got longer usage for the money. Doris also served as Treasurer for many years. We miss your wonderful input. Thank you for your service to the Library. At the May election we welcomed Bob Price to the Board of Trustees.

One of the unusual things at the Library is the longevity of the staff. We want to applaud each of the following for reaching milestones in their employment with the Library. Connie Mead with 5 years, Pat Matheson with 10, Mary Lacey with 15 years, and the longest term of employment, Jacqueline DeSelle with 30 years. There are other staff with many years of service but are not at a 5 year milestone. We thank each one of you for dedicated service to the Library and Westford.

Submitted by: The Library Board of Trustees
Veronica Whitehouse, Chair
Sam Frank, Treasurer
James Gozzo, Secretary
Robert Price
Paul Royte
Charles Swanson



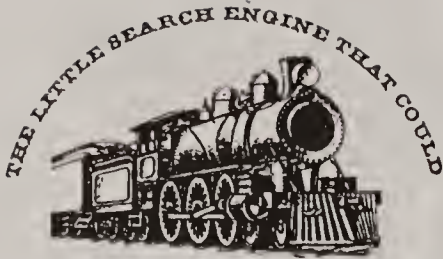
LIBRARY DEPARTMENT LINE ITEMS: FY99

Date: 7/23/99

	BUDGETED:	EXPENDED:	BALANCE:
55137 Director	\$53,872.00	\$ 53,872.00	\$ -
55138 Asst. Director	\$39,189.00	\$ 39,189.00	\$ -
55139 Senior Librarian	\$140,772.00	\$ 140,682.26	\$ 89.74
51140 Asst. Librarian	\$270,997.00	\$ 268,176.46	\$ 2,820.54
51141 Pages	\$23,288.00	\$ 20,426.92	\$ 2,861.08
51148 Clerical	\$31,339.00	\$ 31,343.64	\$ (4.64)
51149 Custodian	\$38,204.00	\$ 32,244.26	\$ 5,959.74
			\$ -
Salary Sub-total:	\$597,661.00	\$ 585,934.54	\$ 11,726.46
51700 Uniform Allowance	\$1,280.00	\$ 1,480.00	\$ (200.00)
52006 Instate Mileage	\$1,100.00	\$ 2,358.81	\$ (1,258.81)
52009 Books & Subscriptions	\$125,000.00	\$ 125,893.20	\$ (893.20)
52011 Printing & Publicity	\$2,500.00	\$ 1,070.79	\$ 1,429.21
52016 Supplies	\$10,700.00	\$ 12,170.75	\$ (1,470.75)
52019 Postal Costs	\$3,775.00	\$ 4,618.95	\$ (843.95)
52026 Book Binding	\$200.00	\$ -	\$ 200.00
52032 Telephone & Telecommunication	\$2,400.00	\$ 3,295.57	\$ (895.57)
52062 Electricity	\$24,000.00	\$ 22,395.95	\$ 1,604.05
52063 Fuel/Gas	\$13,500.00	\$ 11,330.18	\$ 2,169.82
52064 Water	\$615.00	\$ 191.00	\$ 424.00
52065 Facility/Equip. Maintenance	\$14,900.00	\$ 20,599.70	\$ (5,699.70)
52066 Janitorial Supplies	\$5,200.00	\$ 4,172.06	\$ 1,027.94
52082 Gasoline	\$500.00	\$ 385.01	\$ 114.99
52149 MVLC/Computers	\$29,826.00	\$ 30,186.00	\$ (360.00)
52151 Bonds	\$375.00	\$ 364.00	\$ 11.00
Operating Sub-total:	\$235,871.00	\$ 240,511.97	\$ (4,640.97)
Deposits:	\$ 4,647.68		
SUBTOTAL:	\$240,518.68		
Returned to Town:	\$6.71		
58070 Capital Projects	\$ 30,000.00	\$ 2,429.42	\$ 27,570.58
Carryover:	\$ 27,570.58		

Circulation -- Fiscal 1999

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total
Adult Books	6,885	5,860	5,967	5,788	5,114	4,966	5,597	5,689	6,426	5,497	5,158	5,786	68,733
Adult Magazines	646	578	615	645	562	561	663	551	726	606	562	473	7,188
Compact Discs	931	993	1,033	1,165	1,098	1,293	1,465	1,320	1,254	1,055	986	1,024	13,617
Adult Videocassettes	2,056	1,907	1,502	1,697	1,631	1,862	2,096	1,920	2,174	1,644	1,419	1,609	21,517
Cassettes	953	829	982	1,073	893	877	957	887	998	923	809	903	11,084
Misc. AV	35	35	31	38	26	26	24	25	17	20	14	32	323
Museum Passes	125	148	103	127	146	130	113	106	118	134	121	92	1,463
Juv. Books	13,360	9,242	9,081	9,500	8,787	6,786	8,934	9,392	10,504	8,055	7,870	10,373	111,884
Juv. Magazines	101	115	125	91	119	89	63	74	88	58	52	131	1,106
Juv. Videocassettes	1,981	1,624	1,434	1,579	1,531	1,524	1,732	1,878	2,007	1,535	1,351	1,480	19,656
Juv. Non-Book	95	82	50	62	36	38	65	49	58	44	45	36	660
Juv. Rec/Cassette	326	307	280	269	274	205	257	270	313	275	209	321	3,306
Van Adult	169	379	319	346	204	307	222	242	370	295	355	217	3,425
Van Juvenile	394	883	1,118	1,038	612	922	665	727	1,109	1,004	1,375	761	9,847
Transfers IN	274	287	307	353	349	253	363	315	402	318	366	371	3,587
Transfers OUT	190	182	216	252	228	201	224	260	307	269	235	256	2,820
System Wide Holds	27	20	16	38	40	26	36	51	75	48	65	48	490
Placeaholds	751	659	724	613	651	616	703	791	831	602	616	632	8,189
Registrations	153	132	135	232	88	103	93	113	109	92	64	84	1,398
Reciprocal	2,267	1,974	2,121	2,179	2,289	2,121	2,280	2,281	2,342	1,941	1,995	1,895	25,685
Renewals	1,064	807	725	885	862	984	1,060	976	1,320	951	1,116	1,001	11,751
In-House Cards (1898)	398	271	309	252	160	197	434	175	222	238	167	163	2,986
Out of State (1964,66)	43	23	16	15	27	19	16	23	68	27	11	32	320
Subtotal ----->	27,494	21,720	21,203	22,034	20,217	18,357	21,966	22,161	24,683	19,846	18,596	22,260	260,537
% Reciprocal	8.25%	9.09%	10.00%	9.89%	11.32%	11.55%	10.38%	10.29%	9.49%	9.78%	10.73%	8.51%	9.94%
Total ----->	27,659	22,711	22,331	23,166	20,873	19,389	22,419	22,955	25,940	20,907	20,159	23,075	270,823
Previous Year:	29,696	20,766	21,354	23,046	20,595	17,420	24,120	21,915	24,435	21,577	19,453	26,471	270,848
Percent Change:	-7.36%	8.56%	4.38%	0.52%	1.33%	10.16%	-7.59%	4.53%	5.80%	-3.20%	3.50%	-14.72%	-0.01%
Room Reservations	66	64	92	136	124	114	118	135	166	115	111	106	1,347
Days Open	22	21	24	26	22	24	28	26	31	28	25	26	303
Hours Open	214	203	224	231	205	227	211	202	253	224	227	242	2,663
Adult Prog. Atnd.		44							87				131
Adult Prog. Offrd.		1							1				2
Ch. Prog. Attend.	1,255	450	128	996	379	344	142	976	344	382	137	1,535	7,068
Ch. Prog. Offered	16	1	3	33	15	13	5	22	17	11	7	13	156
Computer Rm Hours	62	65	86	135	89	96	56	69	60	41	64	108	931
Av. Circ. Per Day	1,257	1,081	930	891	949	825	801	883	837	747	806	888	895





Ice skating on Coolidge St home of the "Forge Arrows"
Photo Courtesy of Ed Walsh

RECREATION COMMISSION

The Recreation Department is pleased to report the number of programs that recreation has offered in 1999-2000 is rapidly growing.

In the past year the Recreation Department has added several new programs to their agenda. There are now two new after school programs for both elementary and middle school children. The "Sports & Games" program is run at both the Nabnasset School and the Norman E. Day School, offering hours of fun and games for children grades K-5. "RAP" (Recreation After School Program) takes place at the Blanchard Middle School and offers games, homework time and Friday trips and parties. The Commission would like to thank all of the volunteer coaches and parents for their continued support and time they have given to the youth of Westford.

The Recreation Commission consists of Westford residents who volunteer their time and spend many hours in the course of a year making sure the residents have quality Recreation programs and facilities that meet the growing needs of our Community. I would like to take this opportunity to thank them for their continued support and dedication to the youth and residents of Westford.

YOUTH RECREATION PROGRAMS

Baseball - Baseball continued to grow significantly during 1997. The fields saw heavy action from the spring through the fall. The Girls Softball Programs is the fastest growing segment, followed by the T-ball Programs. To date Westford Youth Baseball and Softball has 1,750 children for participation this season.

Basketball - The 1997 - 1998 Basketball program was again very successful with over 1,500 youngsters participating in six programs; 3rd grade instructional; 4th & 5th grade boys and girls; 6th - 8th grade boys and girls, and High School boys. The leagues ran from December to March.

Pop Warner Football - Westford completed its 25th year in Wachusett Pop Warner Football League. The session runs from August to November. This year the program continued with a major increase in growth. Participants averaged 150 boys and girls combined.

Thanks to the support and contributions of many businesses and friends the cheerleaders competed in the Pop Warner National Cheer and Dance Championship, where they took home the second place trophy. The season culminated with the Annual Awards Banquet where trophies were awarded to all the boys and girls who participated in the program. Academic awards were presented to the boys and girls who attained honor roll status.

The football players, cheerleaders and coaches wish to thank all the parents and volunteers, the Lions Club, and the Westford Recreation Commission for their continued support.

Westford Youth Soccer - This past year WYSA saw over 2,500 Westford youngsters playing soccer. The program's intramural leagues had more teams and more players than ever before. The same can be said for the travel teams, which had a record number of participants in both the spring and fall.

Day Camp - A very successful six-week day camp program was provided for the 9th year in Westford. Over 500 youths aged 5- 12 experienced a full summer with many activities for them to take part in and enjoy at the Nabnasset School. Camp met rain or shine, Monday through Friday 8:00 AM - 2:30 PM. Format included daily arts and crafts, cooking, sports and games activities, an optional swim lesson, special events and field trips. The Southwick Zoo was a favorite to camp. Included in the fee is a tee shirt and insulated lunch bag for all participants and a cookout every second Friday,

Track & Field - This ever popular summer program for ages 7 - 14 continued to thrive with over 500 children participating, included were short and long distance running events, field events and intramural competitions. We are located at the Westford Academy track on Tuesday and Thursday evenings. A tee shirt is provided to all registrants.

Beaches

- Forge Pond and Edward's Beach operated seven days a week for, 9:00 AM. - 5:00 PM, with certified lifeguards. The beach season was from June 24th through August 27th. The swim instruction program had over 200 youngsters, plus individuals from Day Camp, enrolled in lessons, which included Water Orientation for 3 - 5 year olds.

There will be new playground equipment and floating dock installed at the Forge Village Beach and a 4-bay swing at the VFW Field this year at no cost to the town, thanks to Mr. and Mrs. Culver in memory of their son. The Westford Recreation Department would like to thank them for this generous gift and send them our warmest condolences. Over 3,500 residents purchased Beach tags and guest passes. All lifeguards are certified and trained in CPR and First Aid. The majority of lifeguards are Westford residents. Over 350 passes to Senior citizens were given out for beach use.

Tennis Lessons- The tennis program was a great success and has grown to over 200 students of children and adults.

A new tennis program was added for middle school students attending the Blanchard Middle School. The students were bussed from the Blanchard to the Robinson School where Donna Holmes instructed them on the basics of playing tennis. This program helped give the students the tennis playing experience that they need in order to participate in the Blanchard Middle School tennis team in the spring.

ADULT RECREATION PROGRAMS

Adult Recreation - All Adult Recreation programs are completely self-sustaining with all costs borne by participants and sponsors except for the facilities provided by the WRC and the School Department.

Women's Volleyball: This group played on Tuesday nights at the Abbot School gym. This is a non-structured group and is composed of 75 women of all ages who live or work in Westford. Director is Rita Norander.

Men's Volleyball this group played on Friday nights at the Abott School gym this to is a non-structured group and is composed of 50 men of all ages who live or work in Westford. Director is Robert Boisvert

Aerobic Exercise this group meets on Monday and Wednesday evenings at the Nabnasset School gymnasium for ages 16 and up Come down and try it, your first class is free. Director Kathy Walsh

Volleyball - Held on Friday nights at the Abbot School gym, this program runs from September -June and is a popular means of exercise for men of all ages. Director. Robert Boisvert

Floor Hockey- Two different grade levels participated in this successful new program. For one night a week elementary school students had playing time from 5:15-6:00pm at the Nabnasset School Gym. The middle school students session followed, running from 6:00-7:30pm.

Skate Park- The long awaited Grand Opening of the Skate Park will take place on the eighth of April at 10:00 am. First there will be a brief ceremony, then we will be registering participants and making photo ID's. Pedal Power of Acton will be present to offer demonstrations and service equipment free of charge, and offering equipment for sale. Refreshments will be available. Bring your boards and blades and be one of the first riders. The registration fee will be \$30.00 per year.

Other Offerings -The Recreation Department is pleased to provide the following programs: adult men or women golf lessons; adult tennis lessons; adult private/group lessons; adult rock climbing; snowshoe hikes; a running clinic; an Earth Day family walk; and canoe trips and lessons.

COMMUNITY PROGRAMS

Apple Blossom 99 Family Fun Run/Walk- This annual event took place in May 1999 The course covered the 1.7 miles from Westford Academy up Main Street to a welcomed finish at the Library. This year there were over 250 participants who received a free tee shirt and everyone broke the tape at the finish. Special thanks to all the Sponsors that helped out.

Halloween Parade -Westford's 5th annual Halloween Parade was held the last Sunday in October before Halloween. This year the parade expanded with over 2,500 participants. The parade began at Westford Common and ended at the Roudenbush Community Center. Each family received a Halloween treat at the end of the parade... Thanks to all who helped.

Santa Letters - This year Westford Recreation sent out over 250 Santa Letters to Westford children. This three year-old program went well and anyone interested in this free program should let the Recreation Department know in November.

Egg Hunt - The annual Easter Egg Hunt was held at the Abbot field this year. There were over 1,000 participants that took part in the hunt. Each child received prizes in each egg.

The Recreation Department is poised for continuing growth. Our mission is to provide passive and active recreational programs and activities, which promote the family and community. This year a partnership was developed between the organizations, local businesses, volunteers and the Recreation Department for the purpose of ensuring that we meet our goals into the future. Recreation is an important element in the fabric of our community and the quality of life for citizens of all ages.

The Westford Recreation Commission is enthusiastic about the future of the Westford Recreation Department and looks forward to working with the community. We welcome any suggestions and are open for new ideas and programs. Anyone interested may attend these meetings at any time on the 1st Monday of each month.

Respectfully Submitted,

Rose McGrath Thoman, Recreation Director

Recreation Commission
Bob Welch, Chairman
Beth Ahern
Sarah Ledder
Sheila Hulings
Bill Barnett
Cliff Rockwood
Kevin McCann
Tom McEnaney

Kurt Ebert
Mark Hermann

Roudenbush Community Center

A Millennium of History and Service



Built in 1922



Built in 1897



Built in 1908

Celebrating and Preserving Westford's History for the past Millennium.....

Since 1900 the Westford Academy Building at 65 Main St. has witnessed over a 100 years of history and service to the Town of Westford. Westford Academy was built in 1897. It was used as the Academy until 1955. Westford Public Schools used the building until 1973 for various grades depending on need. From 1973 until 1975 the building was used for YWCA programs. In the fall of 1975 the Roudenbush Community Center was started and has continued to flourish to this day. The first brochure was sent town-wide in January 1976. Frost School, which today houses the Roudenbush Children's Center at 73 Main St., was built in 1908 and was used as Public Elementary School until 1992. The old Nabnasset Elementary School was built in 1922 and used as an elementary school as needed until officially closed in 1976. Head Start used the building in 1983. After extensive repairs the Roudenbush Children's Center at Nab opened as a Day-care center in 1984.

The Roudenbush Community Center is committed to preserving and protecting the buildings under its care and custody. In 1999, the Roudenbush Community Center 65 Main St. and the Roudenbush Children's Center 73 Main St.

were included in the list of buildings included in the new Westford Historic District. Roudenbush continues to repair, improve and update all three historic buildings. The funding comes from the Roudenbush Community Center, Roudenbush Associates and a yearly amount allocated from the Town of Westford to assist with care and custody of the historic buildings in its care. Nearly one million dollars have been spent on the buildings over the years.

And we are still growing in spirit, service, and numbers!

The Roudenbush Community Center was established to enrich the lives of Westford residents including adults, children and seniors by offering programs and services in the areas of education, entertainment, health and the arts at the lowest possible cost to the taxpayers.

The Center continues to grow with the town. More and more people have taken advantage of Roudenbush programs over the year. Over 900 programs are offered yearly and over 8000 adults and children participated in our programs these programs including Community Education, gymnastics, preschool and daycare. Of the 8000 participates 87%+ were from Westford.

The Roudenbush Community Center has continued to be the Lead Agency for a MA.

Department of Education Community Partnership Grant since 1998. The Westford Community Partnership (W.C.P.) program exists to provide affordable child -care to working families with preschool children (ages 3-5) in Westford. The Roudenbush Children's Center Daycare Preschool at Frost, Children's Center Preschool at Main and Nab, are members of the Westford Community Partnership along with other preschools in Westford.

The Roudenbush Children's Center Preschool at Main St. Frost and Old Nab continues to flourish under the direction of Diane Nutt. The dedicated teachers and staff continue to make the centers warm, exciting, and inviting for the younger children. Over 400 children were serviced by the three centers this past year.

The Roudenbush Children's Center at Frost is holding up beautifully, despite it's 90+ years..... or perhaps because of.... being filled to capacity every working day. The Roudenbush Children's Center at Frost was converted to an Early Childhood Center in September, 1999. It now offers full day and Preschool programs for ages 18 months to 5 years.

In September 1999, the Roudenbush School Age Program was moved to Day Elementary School to assist the growing needs of families in Westford. The school age program services over 90 families.

Our before/after school Kindergarten Age Program continues to be offered at the First Parish Church location under the direction of on-site director Amy Benson.

We're proud of our staff

Roudenbush is blessed with people who take pride in their work. Not only Roudenbush Director, Patti Mason, but the teachers, custodians, department heads, office staffs, and volunteers. Time is the most precious gift and Roudenbush is rich in workers and volunteers who work hard to make Roudenbush the success it is.

What would we do without the Roudenbush Associates?

The mission of the Associates is simple: to raise funds for and public awareness of the Roudenbush Community Center. The Roudenbush Auction was held in November 1999 and was very successful. Thank you to the Associates for their continued support of the Center and funding many projects including special projects and Scholarship funds.

Roudenbush Associates

Board of Directors: 1999-2000

Chris Dwyer, President, Recording Secretary
Susan Hamalainen, Vice President
Ellen Harde, Treasurer
Andrew Kusmin, Patty Cooke

What does the Roudenbush Committee do anyway?

This 15-member committee is responsible for setting policy and, in its TRCCI role, is the fiscal agent of Roudenbush for its \$2 million + budget. The Committee is divided into 3 subcommittees, Building and Grounds, Personnel and Finance. These subcommittees do the lion's share of the work. The subcommittees make recommendations to the Roudenbush Committee for review and vote. The RCCC meeting takes place the 4th Tuesday of every month... all are welcome.

Respectfully submitted,

Denny Wood, Chairperson

Karen Benway, Vice Chairperson

Karen Basinas – Secretary RCCC

Peg Blanchard, Secretary, TRCCI

Jayne Stafstrom, Treasurer, TRCCI

Tim Butler

Beth Cohan

Nancy DiMaggio

Jim Passios

Bob Waskiewicz

Charlotte Scott



Picture by Paula Eldridge



Historical Commission Annual Report

The Historical Commission has had a very active year continuing to fulfill its charter: preserving, protecting and developing the historical and archeological assets of the town.

Membership

The 1999 Annual Town Meeting approved two alternate members to the WHC. Stacey Perron and Phil Gilbert were appointed to the positions. Marea Crocker Joncas, was appointed to replace Madonna McKenzie.

Website. We have established a Westford Historical Commission web site at <http://westford.mec.edu/govt/historic/index.htm> that lets our residents have quick access to preservation bylaws and information about our work. This was organized by our new Vice Chair, Bob Oliphant, working with the Town of Westford Web Page Committee Chairman, Tony Janeczek, and Jim Lacey of that committee, who implemented the web site for us.

- National Register – Westford Center Historic District
- National Register – Graniteville Historic District
- Demolition Delay Bylaw
- Scenic Roads Bylaw
- WHC Annual Reports – 1997, 1998
- Link to Westford Museum web site

Names & phone numbers of WHC members and alternates

National Register of Historic Places. We have completed our nomination for placing the Graniteville Historic District on the National Register of Historic Places, we held a public meeting at United Methodist Church in Graniteville and submitted it to Betsey Friedberg, Director, Massachusetts Historic Commission, in July 1999. We will hear back from the State in the Spring 2000.

We have begun preparing the nomination for Forge Village Historic District, and our target date to file this nomination is March 30, 2000.

Jane Hinckley of our commission has developed and implemented a sign program for identifying historic houses within the town and for marking the boundaries of the Westford Center Historic District, which was placed on the National Register last year.

-
- Started preparing a nomination to place Forge Village Historic District on the National Register of Historic Places
 - Hired Sanford Johnson to draft the nomination

Demolition Delay Bylaw. Under our Demolition Delay Bylaw passed by vote of Town Meeting in 1998, we have processed four demolition permits resulting in opportunity for us to accurately research and record the historic properties prior to demolition. We are currently working with a property owner to save a house built c. 1790 located at 316 Littleton Road.

- Demolition Delay Bylaw -- various properties considered
 - Nardone/Read farmhouse at 316 Littleton Road (arson house)
 - House, barns and garage at 26 Carlisle Road (toured; awaiting owner request)
 - 1924 house at 142 Littleton Road built by Fred Burnham (took pictures)
 - House on Main Street near Chamberlain corner (approved demolition)
 - Old blue house on Tyngsboro Road (approved demolition)

1920s stone tower at 49 Acton Road (recommended preservation)

- *Walking Tour Guidebook for Westford Center.* Bob Oliphant is preparing a Walking Tour Guidebook for Westford Center Historic District, based largely on our nomination of Westford Center for the National Register of Historic Places. The guidebook will provide information on the historic aspects of the structures and sites within Westford Center and will describe their architectural significance. We plan to use old photographs of some of the buildings to illustrate their original design intent.

Grants

- Submitted joint Documentary Heritage Grant application to Massachusetts Historical Records Advisory Board (MHRAB) with JV Fletcher Library & Town Clerk to perform a Westford Records Survey and sponsor records preservation seminars and received \$6600 in grant funds
- Submitted draft of a second Documentary Heritage Grant application to index records at the Museum and Library but did not submit final nomination

Westford Knight

- Initiated preservation study for the "Westford Knight" stone engraving
 - Worked through Massachusetts Historical Society
 - Prepared Statement of Work for preservation survey

Preservation survey performed by retired State Geologist, Joe Sinnott

Massachusetts Historical Commission

Summarized preservation bylaws/ordinances in Westford and municipality property preservation in Westford for the Massachusetts Historical Commission

Westford Common

Restored original deed to the Westford Common and displayed in Museum?

Respectfully submitted,

Ken Tebbetts, Chair

Jane Hinckley, 2cd Vice Chair

Sally Benedict, Treasurer

Bette Hook

Alternates:

Stacy Perrin

Bob Oliphant, 1st Vice Chair

Marea Joncas, Secretary

Roland Pendlebury

Phil Gilbert

Annual Town Report 1999
Westford Historical Society, Inc.

The last year of the 20th century, 1999, was a year of continuous growth and improvement within the organization.

Parish Hall Preserved:

The diligent organization and tenacity of the Parish Hall Steering Committee led by Lizette Greaves made it possible to preserve the Parish Hall and to keep it open to the community. Through the support of the community, the Parish Hall was paid for in full on December 31st, 1999. The capital campaign will continue for the next two years to complete the restoration of the building and to develop the programs for the visual and performing arts.

Collections:

Significant progress was made by our volunteers Helen Raine and Marion Thompson in organizing and cataloging the museum collection given by our many donors.

Board Changes:

Long-time member, Eva DeForge, retired after volunteering for more than 20 years.

The Board regretfully accepted the resignation of Rachel Webb in September. Rachel served for the past 4 years as the Publicity Director and is the person most responsible for placing our activities and events into the many media outlets for the public eye.

The Board of Directors elected Helen Raine to the Board at the Annual Meeting June 3.

Andrew Norander, Museum Director, resigned effective October 30th to accept a full time teaching position at Westford Academy. Andrew will continue to serve on the Board of Directors and coordinate the Society's education program with the Westford School system and advise the Westford Academy Museum Club.

The Board appointed Marilyn Day, Museum Director, effective November 1st. Marilyn is a well-respected, local historian and the author of *Westford Days*, published in 1998 by New England Historic and Genealogical Society. Marilyn's first major assignment is to organize the granite exhibit to open in the spring 2000.

Lectures:

The Society hosted four informative and well attended lectures organized by Jane Hinckley. Lectures included:

- The Renovation and Restoration of the Gould/Picking Farm by Bob Webb and Bob Waskiewicz
- Skinners Antique Appraisals
- The renovation and restoration of The Allan Cameron House at 39 Main Street by Ellen and Mike Harde

- Conserving Textiles by Kathleen Keifer, Conservationist at New England Document Conservation Center (NEDCC) in North Andover.

Exhibits:

- The Society created an exhibit in the celebration of Kimball Farm's 60th anniversary selling ice cream in Westford.
- Upon the invitation of Connie English, The Nashoba Mineral Association displayed many of their precious minerals.
- Jean Fallier created a Westford Women exhibit honoring Marian Winneck.

Fund-raisers:

This year the Society participated in a number of successful fund-raisers including:

- Cameron House Tour
- Barn and Attic Sale
- New-Comers and Friends Spelling Bee. The Parish Hall Steering Committee's hand-picked team took first prize.
- Meadow Brook Farm (Gould/Picking property) December Holiday Open House Tour

In Summary:

To all those who helped in any way with the achievements listed above, we thank you, and trust we have omitted no one who gave of their time to the preservation of the history of Westford. As in all of our undertakings, we will work toward maintaining a higher standard for next year.

Respectfully submitted,

Ken Tebbetts, President
 Jane Hinckley, Vice President
 Jackie Young, Secretary
 Mike Harde, Treasurer
 Marilyn Day, Museum Director
 Elwin Bagley
 Janice Black
 Lloyd Blanchard
 Connie English
 Jean Fallier
 Andrew Norander
 Helen Raine
 Marion Thompson

The Parkerville Schoolhouse Committee

The Parkerville Schoolhouse's focus continues to be its Living History program, a program which allows Westford and area students to experience a typical school day at the turn of the twentieth century. The schoolhouse also serves as a meeting place for local organizations and private parties.

Among this year's projects was the refurbishing of the schoolroom floor, map conservation, the addition of a schoolhouse clock and an American flag on the porch. A storage cupboard also has been recently installed in the main room.

The historical collection continues to grow with the addition of desks, photographs, maps and the purchase of old-fashioned wooden toys and games. Third-graders collected money for the reproduction toys.

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., members manned a fund-raising booth at the Strawberry Festival, and conducted a town-wide mailing in October. In addition, the schoolhouse again received a grant from the Harpley Foundation. Although the town owns and insures this building, all projects at the schoolhouse are done at no cost to the town.

1999 was a banner year. All sixteen of Westford's third grade classes participated in the "Old School Day" visit to the one-room Parkerville Schoolhouse in the spring. Students dressed in period outfits and were well prepared by their teachers for this unit of their local history studies. All sixteen classes are scheduled to attend this program in the spring of 2000. Jennie Johnson and June Kennedy again have offered their services for the curriculum. An Open House in November traditionally launched American Education Week for the Westford schools and served as a reunion for students who attended Parkerville Schoolhouse before its closing in 1929.

Many meetings and parties were held during the year. Two Brownie troops regularly use the building and make seasonal decorations for the windows. Westford Academy student Christina Simpson gives computer time to the Board of Directors. The schoolhouse was the site for a New England Medical Center commercial, which has aired for several months on all major TV stations.

There are tables and chairs to accommodate fifty people. The rent is reasonable. Townspeople are invited to call the Plaisteds at 692-7294 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are normally held at the schoolhouse on the second Tuesday of the month at 7:00 p.m. If planning to attend a meeting, call Heidi Hatke at 392-6827.

Respectfully submitted,

The Parkerville Schoolhouse Committee:

Jennie Johnson, President

Mary Jane Plaisted

Heidi Hatke

Roger Plaisted

June Kennedy

John Wilder

Erik Ledder

Town Election						
May-99						
MASTER TALLY SHEET						
	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	TOTAL
Board of Selectmen						
Blanks	92	181	177	122	157	729
Geraldine Healy-coffin	321	293	374	356	250	1594
Hal R.Schreibrer	162	358	296	246	265	1327
Elaine McKenna	437	513	625	498	440	2513
Write Ins	4	1		4		9
School Committee						
Blanks	266	363	779	206	182	1796
Lee England	366	520	348	531	416	2181
Margaret Murray	383	462	345	489	514	2193
Write Ins	1	1				2
Board of health						
Blanks	335	323	648	214	492	2012
Joseph Guthrie	328	531	395	529	315	2098
Zac Cataldo	353	492	429	483	305	2062
Write Ins						
Library Trustee						
Blanks	175	317	595	395	272	1754
James Gozzo	373	535	452	443	415	2218
Robert Price	468	494	425	388	425	2200
Write Ins	0	0	0	0		
Planning Board						
Blanks	20	42	56	36	25	179
Gary Lavelle	129	306	229	214	223	1101
Michael Green	358	325	447	363	308	1801
Write Ins	1		4			5
Planning Board						
Blanks	21	246	215	120	149	751
Thomas Mosscrop	485	427	521	487	407	2327
Write Ins	2			0		2
Housing Authority						
Blanks	114	269	206	245	252	1086
Muriel Drake	392	404	530	364	304	1994
Write Ins	2			4		6
Moderator						
Blanks	71	121	62	173	118	545
Ellen Harde	434	545	673	440	436	2528
Write Ins	3	7	1		2	13

Town of Westford
Warrant For Special Town Election

Middlesex.ss.

To the Constable of the Town of Westford, in said County,

Greetings:

You are required in the name of the Commonwealth aforesaid, to notify and warn all inhabitants of said Town qualified to vote in elections to meet at their several places,

- | | |
|------------|------------------|
| PRECINCT 1 | Abbot School |
| PRECINCT 2 | Day School |
| PRECINCT 3 | Nabnasset School |
| PRECINCT 4 | Robinson School |
| PRECINCT 5 | Blanchard School |

On-Tuesday November 9, 1999, at 7:00AM for the following purpose;
To bring in their votes for the following question:

SPECIAL ELECTION
WESTFORD, MASSACHUSETTS
NOVEMBER 9, 1999

QUESTION 1:

DEBT EXCLUSION FOR A&E FUNDS AND CONSTRUCTION OF A SCHOOL OR SCHOOLS TO MEET THE
K-8 NEEDS OF THE TOWN

Shall the Town of Westford be allowed to exempt from the provisions of Proposition 2½, so called, the amounts required to pay for the bonds issued in order to provide for the architectural design services, contract documents and construction and/or renovation, original equipping and furnishing of one school to meet the 6-8 needs of the town and one of the following to meet the K-5 needs of the town; two three-grade elementary schools; or one six-grade elementary school; or renovation/expansion of an existing school to create a six-grade elementary school and the construction of a new three-grade elementary school, and for related site development, including costs incidental and related thereto.

Yes
No

And provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "Yes"

And you are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall and at each Post Office in said Town of Westford at least seven (7) days prior to the time of holding said meeting.

Hereof fail not and make return of this warrant, with your doings thereon to the clerk at the time and place of said meeting

Given under our hands this 21st day of October, 1997

Selectman of Westford

A True Copy Attest: _____ Constable of Westford Date _____

SPECIAL ELECTION
Westford Massachusetts
November 9, 1999

Question 1:

DEBT EXCLUSION FOR A&E FUNDS AND CONSTRUCTION OF A SCHOOL OR SCHOOL
TO MEET THE K-8 NEEDS OF THE TOWN

Shall the Town of Westford be allowed to exempt from provisions of Prop 2½, so called, the amounts required to pay for the bonds issued in order to provide for the architectural design services, contract documents and construction and/or renovation, original equipping and furnishing of one school to meet the 6-8 needs of the town and one of the following to meet the K-5 needs of the town; two three- grade elementary schools; or one six-grade elementary school; or renovation/expansion of an existing school to create a six grade elementary school and the construction of a new three-grade elementary school, and for related site development, including costs incidental and related thereto.

Yes - 2476 No - 919

Local Election				
November-99				
PRECINCT TOTALS				
PRECINCT : ____ 1-5 ____				
	Blanks	Yes	No	TOTAL
PRECINCT ONE				
	1	613	166	730
PRECINCT TWO				
	1	400	222	623
PRECINCT THREE				
	3	511	206	720
PRECINCT FOUR				
	1	567	185	753
PRECINCT FIVE				
	1	385	140	526
TOTALS:	7	2476	919	3352

May 8, 1999

1999 ANNUAL TOWN MEETING

At a legal meeting held at the Abbot School on Saturday May 8, 1999 the inhabitants of the Town of Westford duly qualified to vote in town affairs, transacted the following business:

5/8/99 - 10:01 AM - called to order (103 voters present)
5/8/99 - 12:10 PM - adjourned for lunch
5/8/99 - 1:05 PM - re-convened (177 voters present)
5/8/99 - 1:17 PM - adjourned to Special Town Meeting

5/10/99 - 7:31 PM - called to order (119 voters present)
5/10/99 - 11:11 PM - adjourned to tomorrow evening

5/11/99 - 7:31 PM - called to order (153 voters present)
5/11/99 - 8:45 PM - adjourned

Motion: [5/8/99] To allow Bill Olsen, Jeff Chelgren, Frank Messer, Judy Klimkowitz, Ralph Dumis, Joanne Sheehan, Town Counsel Gary Brackett and Elaine Lucas to sit up front.
(Motion allowed)

Motion: [5/10/99] To allow Rose Thoman, Recreation Director to sit up front. (Motion allowed)

ARTICLE 1: Town Reports It was voted That the Town accepted the Reports of Town Officers, Boards, and Committees for the Calendar year 1998.

*Received report from Bob Herrmann, Route 110 Master Plan Committee

(majority vote required)
Unanimous

ARTICLE 2: Town Meeting "Official Procedures"/Moderator

The Town amended Chapter 51 of the Westford Code, entitled "Town Meetings" by deleting the following language in Section 51-5 entitled "Official procedures to be followed":

"The proceedings of the Town Meetings shall be governed by the rules of practice contained in Robert's Rules of Order (1951 Ed.) except as modified by law or by this Code and except as the Moderator determines is not appropriate for a Town Meeting."

And inserting in place thereof the following language:

"The proceedings of Town Meetings shall be governed by the rules of practice contained in Town Meeting Time, A Handbook of Parliamentary Law, most recent edition, except as modified by law or this Code or except as the Moderator determines is not appropriate for a Town Meeting."

(majority vote required)
Motion allowed by majority vote

OPERATIONAL BUDGET

ARTICLE 4: Fiscal Year 2000 Town Budget/Town Manager

It was voted the Town raise and appropriate the sums necessary for the Operation and Maintenance of Town Departments for the fiscal year July 1, 1999 through June 30, 2000, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees.

HOLD ON ACCT NO. 1231

Motion to Amend - second - Amended to say that if the higher figure passes, the new town manager will have input as to who is hired as the assistant town manager. Amendment allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 210

HOLD ON ACCT NO. 220

Motion to postpone voting on the two above accounts until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

Motion to amend - second - To change the figure in account 2201 to read \$1,412,962.00, as presented Jeanne Drula, Finance Committee. (Difference of \$38,432.00)
Motion to appropriate funds from free cash allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 2411

Motion to amend - second - To change the figure to read as presented by Jeanne Drula, Finance Committee. Not approved

Motion to postpone voting on this account until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 4214

Motion to Amend - second - To change the figure to read \$916,484.00 as presented by Madonna McKenzie, Interim Town Manager. Motion allowed by majority vote, not unanimous.

(majority vote required)
Motion allowed by majority vote

TOWN FUNDS

ARTICLE 5: Teachers Early Retirement Assessment/Town Manager

It was voted that the Town raise and appropriate the sum of \$42,099.00 to the Retirement Assessment Account for Teachers Early Retirement Assessment.

(majority vote required)

Unanimous

ARTICLE 6: Highway Department Chapter 90 Funds/Town Manager

It was voted that the Town appropriate the sum of \$579,774.00 from the proceeds due the Town under the provisions of Section 2(B) of Chapter 11 of the Acts of 1997.

(majority vote required)

Unanimous

ARTICLE 7: Rescind Unused Bonding Authority/Town Manager

It was voted That the Town rescind the unused bonding authority of Seven Hundred (700.00) Dollars granted to the Treasurer under Article 5 of the Warrant of the Annual Town meeting held on May 11, 1996.

(majority vote required)

Unanimous

ARTICLE 8: Appropriation of Cemetery Expendable Trust Funds/ Town Manager

It was voted That the Town appropriate Forty Seven Thousand Four Hundred Sixty (\$47,460) Dollars from the Cemetery Perpetual Care Expendable Trust Fund to be used as "Other Available Funds" to offset the cost of principal and interest due in FY2000 for Cemetery Development Bonds issued December 15, 1998.

(majority vote required)

Unanimous

ARTICLE 9: Route 40 Water Main Extension/Water Commission

It was voted That the Town appropriate Two Hundred Sixty Five Thousand (\$265,000) Dollars from the Water Department's Undesignated Fund Balance (surplus) to connect or "loop" the water main on Groton Road from Pilgrim Village to Nutting Road.

(majority vote required) Unanimous

ARTICLE 10: Revolving Funds/Town Manager

It was voted That the Town, pursuant to Mass. Gen. Laws, c.44, §53E(1/2), establish revolving funds for the following departments for the specific purposes outlined below for the fiscal year beginning July 1, 1999 and ending June 30, 2000:

A. PLANNING BOARD

Subdivision Filing Fees, for the purpose of planning, engineering and technical consultant services, and municipal planning activities, said expenditure to be approved by the Planning Board; and not to exceed \$90,000 during the fiscal year 2000.

B. CONSERVATION COMMISSION

Fees received under the Town's Wetlands Protection By-Law for the purpose of engaging scientific, engineering, and technical consultant services, said expenditures to be approved by the Conservation Commission; and not to exceed \$40,000 during fiscal year 2000.

C. BUILDING DEPARTMENT

Fees received for Building Permits, for the purpose of engaging architectural, engineering and technical consultant services, said expenditures to be approved by the Building Commissioner; and not to exceed \$40,000 during fiscal year 2000.

D. BOARD OF HEALTH

Fees received for Subsurface Sewage System/Lost Testing Fees and Pump and Well Inspections and Nursing Immunization Fees, for the purpose of engineering and technical services related to septic systems and domestic water supply, and for materials and technical services for nursing immunizations, said expenditure to be approved by the Board of Health; and not to exceed \$35,000 during fiscal year 2000.

E. SEALER WEIGHTS/MEASURES

Fees received for inspecting and calibrating weights and measures for the purpose of compensating and meeting the expenses of the Sealer of Weights and Measures, said expenditures to be approved by the Sealer of Weights and Measures; and not to exceed \$2,500 during fiscal year 2000.

F. RECYCLING COMMISSION

Revenues received from the sale of recycled materials to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission; and not to exceed \$10,000 during fiscal year 2000.

(majority vote required)

Unanimous

ARTICLE 11: Stabilization Fund/Town Manager

It was voted That the Town appropriate from Free Cash, the sum of \$75,000 to be deposited in the Stabilization Fund, established under Mass. Gen. Laws, c.40, §5B.

(majority vote required)

Unanimous

BONDING REQUESTS

ARTICLE 12: A&E For School(s)/Permanent School Building Committee

It was voted That the Town appropriate the sum of Two Hundred Fifty Thousand (\$250,000.00) Dollars for the purpose of preliminary engineering and design work and all necessary site work, including costs incidental and related thereto, required to construct building(s) to meet the School Department's K - 8 needs, and that the Permanent School Building Committee be thereby authorized to enter into a contract or contracts to provide the above mentioned services, and to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of Two Hundred Fifty Thousand (\$250,000.00) Dollars under and pursuant to Mass. Gen. Laws c.44, §7(21), as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

(2/3 majority vote required)

Motion allowed by 2/3 vote

ARTICLE 13: A&E For Highway Garage/Highway Garage Building Committee

It was voted That the Town appropriate the sum of One Hundred Fifty Thousand (\$150,000.00) Dollars for the purpose of preliminary engineering and design work and all necessary site work required to construct building(s) to meet the needs of the Highway Department and the Town Hall, and to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of One Hundred Fifty Thousand (\$150,000.00) Dollars under and pursuant to Mass.

Gen. Laws c.44, §7(21), as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

(2/3 majority vote required)

Motion allowed by 2/3 vote

**ARTICLE 14: Contribution to Conservation Fund/Conservation
Commission**

It was voted That the town appropriate the sum of Fifty Thousand (\$50,000) Dollars for the purposes of being deposited in the Conservation Expendable Trust Fund (Account Number 71033830), as established under Mass Gen. Laws c.40, §8C, to be used in connection with purchases of land, and to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of Fifty Thousand (\$50,000.00) Dollars under and pursuant to Mass. Gen. Laws c.44, §7(3), as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

Motion to amend - second - To change the Motion to read "To see if the town will vote to raise and appropriate Fifty Thousand (\$50,000.00) Dollars, to be deposited into the Conservation Expendable Trust Fund, said money to be used in connection with the purchases of land." as presented by Jerry Berkowitz, Douglas Road to be taken from "Free Cash" . Majority vote required, motion allowed by majority vote, not unanimous.

(majority vote required)

Motion allowed by majority vote

Not unanimous

BY PETITION

ARTICLE 15: Rezoning From ID to RA land on Tyngsboro Rd.

It was voted That the Town rezone from an ID Zone to an RA Zone, the land shown on Map 47 as Parcels 21, and 22, containing 21 Acres, more or less; from an ID and RA Zone to an RA Zone, the land shown on Assessor Map 47, as Parcel 20.2, as situated on the westerly side of Tyngsboro Road, shown as Parcel A on a plan of land entitled: "Plan of Land located in Westford, Massachusetts, prepared for Papillon Distributors, Inc., 10/29/89", with a latest revision date of 1/29/90, recorded with Middlesex North District Registry of Deeds at Book of Plans 172, Page 44, containing a total of 5.0487 Acres according to said Plan; and from an IA Zone

to an RA Zone, the land shown on Map 45 as Parcel 69, containing 26.74 Acres, more or less.

(2/3 majority vote required)
Motion allowed by 2/3 vote
Not Unanimous

ARTICLE 16: Chamberlain Road Paving

It was voted That the Town pave the section of Chamberlain Road that lies between the Chelmsford line and the congruence of Pine Hill Road.

(majority vote required)
Motion allowed my majority vote
Not Unanimous

ARTICLE 17: Ratio Bill for Police and Fire Chiefs

It was voted That the Town accept the provisions of Mass. Gen. Laws c.48, §57G, as most recently amended, and have said statute apply to the head of the fire department and the head of the police department.

(majority vote required)
Motion fails for lack of majority
Not Unanimous (75 In Favor, 153 Opposed)

CARE AND CONTROL OF TOWN LAND

**ARTICLE 18: Transfer/Conveyance of Land to School Committee/
Permanent School Building Committee**

It was voted That the Town, pursuant to Mass. Gen. Laws c.40, §15A, transfer the care, custody and control of a certain parcel of land, known as Kennedy Pond, off Power Road, and shown on Map 5 Parcel 20, Map 6 Parcel 7, and Map 6 Parcels 2, 3 and 5 located northerly of a line located 100 feet north of and parallel to the shoreline of the pond located on such parcels, not already under the jurisdiction of the Conservation Commission, from the Board of Selectmen to the School Committee contingent upon the Permanent School Building Committee taking a binding vote on or before May 8, 2000 to proceed with construction of a school on the property; said transfer to take effect on the date of said Committee vote and in the event that said Committee fails to take said vote then the care, custody and control of said property shall remain in the Board of Selectmen

(2/3 majority vote required)
Motion allowed by 2/3 majority vote

**ARTICLE 19: Transfer/Conveyance of Land to School Committee/
Permanent School Building Committee**

It was voted That the Town, pursuant to Mass. Gen. Laws c.40, §15A, transfer the care, custody and control of a certain parcel of land, known as Greystone and shown on Map 48 Parcels 5, 5-1 and Map 48 Parcels 11-232 and 11-245, not already under the jurisdiction of the Conservation Commission, from the Board of Selectmen to the School Committee contingent upon the Permanent School Building Committee taking a binding vote on or before May 8, 2000 to proceed with construction of a school on the property; said transfer to take effect on the date of said Committee vote and in the event that said Committee fails to take said vote then the care, custody and control of said property shall remain in the Board of Selectmen

(2/3 majority vote required)
Motion allowed by 2/3 vote

**ARTICLE 20: Transfer/Conveyance of Land to Housing Authority/
Selectmen.**

Motion to dismiss by Board of Selectmen - second -
Motion allowed by majority vote, unanimous.

(2/3 majority vote required)
N/A

**ARTICLE 21: Reaffirm Vote to Transfer Land to Housing Authority/
Selectmen**

It was voted That the Town amend and reaffirm its vote of May 7, 1994, under Article 21B to authorize the Board of Selectmen to transfer title to the Westford Housing Authority of a parcel of land known as parcel A described as Lot 1 of the Farmers Parcel, as shown on a plan entitled "Plan of Westford Housing Authority" and prepared by Meisner, Brem dated December 30, 1994.

(2/3 majority vote required)
Motion allowed by majority vote

ADMINISTRATIVE ISSUES

ARTICLE 22: Nixon Road Discontinuance/Board of Selectmen

Motion to dismiss by Board of Selectmen - second -
Motion allowed by majority vote, unanimous.

(majority vote required)
N/A

ARTICLE 23: Mandatory Water Restrictions/Water Commission

It was voted That the Town amend the Westford Code by adding the following new section to Chapter 169 entitled "Water":

Sec. 169-6 Regulation of Use

A. Authority

This Bylaw is adopted by the Town under its police powers to protect public health and welfare and its powers under Mass. Gen. Laws c.40, §21, et seq. and implements the Town's authority to regulate water use pursuant to Mass. Gen. Laws, c.41, §69B. This bylaw also implements the Town's authority under Mass. Gen. Laws c.40, §41A, conditioned upon a declaration of water supply emergency issued by the Department of Environmental Protection.

B. Purpose

The purpose of this bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a State of Water Supply Conservation or State of Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department of Environmental Protection.

C. Definitions

Persons shall mean any individual, corporation, trust, partnership or association, or other entity.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of

Environmental Protection under Mass. Gen. Laws c.21G, §§15-17.

State of Water Supply Conservation shall mean a State of Water Supply Conservation declared by the Town pursuant to Section D of this bylaw.

Water Users or Water Consumers shall mean all public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

D. Declaration of a State of Water Supply Conservation

The Town, through its Board of Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that a shortage of water exists and conservation measures are appropriate to ensure an adequate supply of water to all water consumers. Public notice of a State of Water Conservation shall be given under Section F of this bylaw before it may be enforced.

E. Water Uses

A declaration of a State of Water Supply Conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply. The applicable restrictions, conditions or requirements shall be included in the public notice required under Section F.

- (1) Odd/Even Day Outdoor Watering: Outdoor watering by water users with odd numbered addresses is restricted to odd numbered days. Outdoor watering by water users with even numbered addresses is restricted to even numbered days.
- (2) Outdoor Watering Ban: Outdoor watering is prohibited.
- (3) Outdoor Watering Hours: Outdoor watering is permitted only during daily periods of low demand to be specified in the declaration of a State of Water Supply Conservation and public notice thereof.
- (4) Filling Swimming Pools: Filling of swimming pools is prohibited.
- (5) Automatic Sprinkler Use: The use of automatic lawn sprinkler systems is prohibited.

F. Public Notification of a State of Water Supply Conservation: Notification to DEP

Notification of any provision, restriction, requirement or condition imposed by the Town as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by such other means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under section E shall not be effective until such notification is provided. Notification of the State of Water Supply Conservation shall also be simultaneously provided to the Massachusetts Department of Environmental Protection.

G. Termination of a State of Water Supply Conservation Notice

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners, upon a determination that the water supply shortage no longer exists. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner required by section F.

H. State of Water Supply Emergency; Compliance with DEP Orders

Upon notification to the public that a declaration of a State of Water Supply Emergency has been issued by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement, condition of any order approved or issued by the Department intended to bring about an end to the State of Emergency.

I. Penalties

Any person violating this bylaw shall be liable to the Town in the amount of \$50.00 for the first violation and \$100 for each subsequent violation which shall inure to the Town for such uses as the Board of Water Commissioners may direct. Fines shall be recovered by indictment, or on complaint before the District Court, or by non-criminal disposition in accordance with section 21D of chapter 40 of the general laws. Each day of violation shall constitute a separate offense.

J. Severability

The invalidity of any portion or provision of this bylaw shall not invalidate any other portion or provision thereof.

(majority vote required)
Unanimous

ARTICLE 24: Tobacco Fine Increases/Board of Health

It was voted that the Town amend Chapter 1 of the Westford Code, Section 1-1 (D) by adopting the following amendment:

Section 7.2 Regulation on Smoking in a Non-Smoking Area
\$25 1st offense
\$50 2nd offense
\$100 3rd and subsequent offenses

(majority vote required)
Unanimous

ARTICLE 25: Historical Commission Membership/Historical Commission

It was voted That the Town increase the membership of the Historical Commission from seven (7) to nine (9) members.

Motion to amend - second - To see if the town will vote to allow the commission two (2) alternates in addition to the seven (7) members. Motion

(majority vote required)
Unanimous

ZONING AMENDMENTS

ARTICLE 26: Rezoning of parcel Main St./Planning Board

It was voted That the Town vote to rezone the following parcels of land from Business "B" Zoning District to Residential "A" Zoning District, said parcels described as follows:

PARCEL 1 The land on the southerly side of Main Street in Westford and being Lot 1 and the rear portion of Lot 2 on a plan entitled "Land in Westford owned by Allister

F. MacDougall by Horace F. Tuttle, C.E., March 1, 1955" which plan is recorded in Middlesex North District Registry of Deeds, Plan Book 85, Plan 81 and bounded and described as follows:

Northerly	by Main Street, 100 feet;
Westerly	by Land of Ellen Cameron, now or formerly, 349.17 feet;
Southerly	by land of Joseph Walker, now or formerly, 152.60 feet;
Easterly	by land of Nathan Hamlin, now or formerly, and by Lot 3 on said plan, 179.54 feet;
Northerly	by that potion of Lot 2 on said plan conveyed by Allister F. MacDougall to Diego Gerace et ux by deed dated June 20, 1960 and recorded with Middlesex North District Registry of Deeds in Book 1480, Page 474, 81.08 feet; and
Easterly	also by that portion of Lot 2 on said plan conveyed to Diego Gerace, et ux, 175 feet.

PARCEL II The land in said Westford on the southerly side of Main Street and Common Street and being Lot 3 on "Plan of Land in Westford owned by Allister F. macDougall, survey7ed by Horace F. Tuttle, C.E., on March 1, 1955" and recorded in Middlesex North District Registry of Deeds, Book of Plans 85, Plan 81 and bounded and described as follows:

Northerly	on a curve by Main Street and Common Street as shown on said plan, 113.05 feet;
Easterly	on two courses by Lot 4 on said plan and land formerly of Nathan Hamlin and now of the grantors, 214.40 feet;
Southerly	by land said Hamlin land, 105 feet; and
Westerly	by Lot 2 on said plan, 246.40 feet.

Containing 25,062 square feet more or less (see MNRD Book 2033, page 40 deed of Laurence E. Cole et. Ux. To Laurence P. Benedict et. Ux.)

(2/3 majority vote required)

unanimous

May 8, 1999

MAY 1999 SPECIAL TOWN MEETING

At a legal meeting of the inhabitants of the Town of Westford, qualified be law to vote in Town Affairs, held at Abbot School on Saturday May 8, 1999 the following business was transacted:

Election officers, using voting lists, acted as tellers at the door. Ellen Harde, Town Moderator, called the meeting to order at 1:20 PM. with attendance of 258 (a quorum of 200 was needed).

ADMINISTRATIVE ISSUES

ARTICLE 1: Property Tax Exemption It was voted That the Town accept the provisions of Chapter 73, Section 4, Acts of 1986, as amended by Chapter 126, Acts of 1988, providing for additional property tax exemptions for qualified residents who may be blind, elderly, widowed, or are disabled veterans, and to maintain the present percentage of 100%.

APPROPRIATION OF FUNDS

ARTICLE 2: Water Department Appropriation It was voted that the Town appropriate funds in the amount of \$150,000.00 from the Water Department Undesignated Fund (Surplus) for the purpose of locating a future well site in the Stony Brook Aquifer.

FUND TRANSFERS

ARTICLE 3: Transfers

Motion: That the Town transfer the following:

FROM: Account	#91010/57671	Temporary Interest	144,640
	15213/51154	Human Resource Director	17,500
	16113/51113	Town Clerk Salary	4,200
	42140/52000	Highway Expense	10,000
TO:	12313/51103	Town Manager Salary	15,815
	19240/52067	Town Hall Maint. Bldg. & Grounds	8,000
	12240/52002	Manager Search Committee	11,000
	12240/52002	Selectman Expenses	1,000
	21081/58005	Police Cruisers	1,785
	17114/51127	Conservation/Planner Tech	6,000

12315/51105	Town Manager Secretary	1,555
22037/55121	Firefighter/EMT Wages	10,300
15240/52298	Professional Development	1,495
42330/51301	Highway Snow & Ice Overtime	24,000
15340/52032	Telephone Expense	23,000
19240/52065	Tn Hall Equip Maint Agrmt	750
29240/52105	Animal Control Expense	500
15541/53127	Technology Training Payroll	6,500
94540/57804	Medicare Tax	39,640
94540/57810	Workers Compensation	15,000
42181/58008	Highway Capital Various	10,000

ZONING BY-LAW AMENDMENTS

ARTICLE 4. It was voted that the Town will amend the Zoning BY-LAW by making the following changes:

Item 1. Delete existing Sections ~~173-20~~, and 173-25 in their entirety.

Item 2. Delete the column headed "RM" in the Table of Use Regulations, Section 173-13.

Item 3. Delete the entries A(~~3~~), and A(6) in the Table of Use Regulations, Section 173-13.

Item 4. Substitute the following entry A(~~3~~5) in the Table of Use Regulations, Section 173-13:

	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
Flexible Development	SPB	SPB	-	-	-	SPB	-	SPB	-	-

Item 5. Add the following new Section 173-~~20~~25, entitled "Flexible Development:"

173-25 FLEXIBLE DEVELOPMENT

A. Purpose. The purposes of this section, Flexible Development, are:

1. to encourage the preservation of open land for its scenic beauty and to enhance agricultural, open space, forestry, and recreational use;
2. to promote the development of housing affordable to low, moderate, and median income families; and
3. to preserve historical and archeological resources; to protect the natural environment, including Westford's varied landscapes and water resources;
4. to protect the value of real property;
5. to promote more sensitive siting of buildings and better overall site planning;
6. to perpetuate the appearance of Westford's traditional New England landscape;
7. to facilitate the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner;
8. to offer an alternative to standard subdivision development;
9. to promote the development of housing for persons over the age of fifty five.

B. Definitions. The following terms shall have the following definitions for the purposes of this section:

1. "Affordable to persons or families qualifying as low income" shall mean affordable to persons in the Westford area under the applicable guidelines of the Commonwealth's Department of Housing and Community Development earning less than 50% of the median household income.
2. "Affordable to persons or families qualifying as moderate income" shall mean affordable to persons in the Westford area under the applicable guidelines of the Commonwealth's Department of Housing and Community Development earning more than 50% but less than 80% of the median household income.

3. "Affordable to persons or families qualifying as median income" shall mean affordable to persons in the Westford area under the applicable guidelines of the Commonwealth's Department of Housing and Community Development earning more than 80% but less than 120% of the median household income.

4. "Contiguous open space" shall mean open space suitable, in the opinion of the Planning Board, for the purposes set forth in Section M.2, herein. Such open space may be separated by the road(s) constructed within the Flexible Development. Contiguous open space shall not include required yards.

C. Applicability. Upon the issuance of a special permit by the Planning Board, and in accordance with the following provisions, a Flexible Development project may be created, whether a subdivision or not, from any parcel or set of contiguous parcels held in common ownership and located entirely within the Town of Westford. Notwithstanding the provisions of Section 173-20.A.(2) "Cluster", all projects meeting the threshold set forth therein shall submit a plan for a flexible development, and, if such special permit is granted, shall conform with the requirements set forth in this section 173-25.

D. Procedures. Applicants for Flexible Development shall file with the Planning Board seven (7) copies of the following:

1. A development plan conforming to the requirements for a preliminary plan as set forth in the Subdivision Rules and Regulations of the Planning Board.

2. Where wetland delineation is in doubt or dispute, the Planning Board may require appropriate documentation.

3. Data on proposed wastewater disposal, which shall be referred to a consulting engineer for review and recommendation.

4. The Planning Board may also require as part of the development plan any additional information necessary to make the determinations and assessments cited herein.

5. As part of the Application and Design Process, the Planning Board shall obtain and receive input from all Land Use Boards, Departments and Commissions.

E. Design Process. Each development plan shall follow the design process outlined below. When the development plan is submitted, applicants shall be prepared to demonstrate to the Planning Board that this Design Process was considered in determining the layout of proposed streets, houselots, and contiguous open space.

1. *Understanding the Site*. The first step is to inventory existing site features, taking care to identify sensitive and noteworthy natural, scenic and cultural resources on the site, and to determine the connection of these important features to each other.

2. *Evaluating Site Context*. The second step is to evaluate the site in its larger context by identifying physical (e.g., stream corridors, wetlands), transportation (e.g., road and bicycle networks), and cultural (e.g., recreational opportunities) connections to surrounding land uses and activities.

3. *Designating the Contiguous Open Space*. The third step is to identify the contiguous open space to be preserved on the site. Such open space should include the most sensitive and noteworthy resources of the site, and, where appropriate, areas that serve to extend neighborhood open space networks.

4. *Location of Development Areas*. The fourth step is to locate building sites, streets, parking areas, paths and other built features of the development. The design should include a delineation of private yards, public streets and other areas, and shared amenities, so as to reflect an integrated community, with emphasis on consistency with Westford's historical development patterns.

5. *Lot Lines*. The final step is simply to draw in the lot lines (if applicable).

F. Modification of Lot Requirements. The Planning Board encourages applicants for Flexible Development to modify lot size, shape, and other dimensional requirements for lots within a Flexible Development, subject to the following limitations:

1. Lots having reduced area or frontage shall not have frontage on a street other than a street created by the Flexible Development; provided, however, that the Planning Board may waive this requirement where it is determined that such reduced lot(s) are consistent with existing development patterns in the neighborhood.

2. At least 50% of the required side and rear yards in the district shall be maintained in the Flexible Development.

G. Basic Maximum Number of Dwelling Units. The Basic Maximum Number of dwelling units allowed in a Flexible Development shall not exceed the number of lots which could reasonably be expected to be developed upon the site under a conventional plan in full conformance with all zoning, subdivision regulations, health regulations, wetlands regulations and other applicable requirements. The proponent shall have the burden of proof with regard to the design and engineering specifications for such conventional plan.

H. Density Bonus. The Planning Board may award a density bonus to increase the number of dwelling units beyond the Basic Maximum Number. The density bonus for the Flexible Development shall not, in the aggregate, exceed fifty (50%) percent of the Basic Maximum Number. All dwelling units awarded as a density bonus shall be two bedrooms. Computations shall be rounded to the next lower integer. A density bonus may be awarded in the following circumstances:

1. For each additional ten percent (10%) of the site (over and above the required ten percent) set aside as contiguous open space, a bonus of five (5%) percent of the Basic Maximum Number may be awarded; provided, however, that this density bonus shall not exceed 25% of the Basic Maximum Number. (A maximum density bonus for this provision would require a minimum of 60% open space.)

2. For every two (2) dwelling units restricted to occupancy by persons over the age of fifty-five, one (1) dwelling unit may be added as a density bonus; provided, however, that this density bonus shall not exceed 10% of the Basic Maximum Number.

3. Where the Planning Board determines that the development is in substantial conformance with design standards that shall be promulgated by the Planning Board, a bonus of up to fifteen (15%) percent of the Basic Maximum Number may be awarded.

I. Affordable Component. As a condition of the grant of any special permit for a Flexible Development, a minimum of fifteen (15%) of the total number of dwelling units shall be restricted for a period not less than fifteen (15) years to

people/persons with families who meet or qualify under this Bylaw's definition of low, moderate or median income.

The affordable component shall be divided as follows:

1. 5% of the units shall be affordable to persons or families qualifying as low income; and
2. 5% of the units shall be affordable to persons or families qualifying as moderate income; and
3. 5% of the units shall be affordable to persons or families qualifying as median income.

The fifteen year restriction shall be approved as to form by legal counsel to the Planning Board, and a right of first refusal upon the transfer of such restricted units shall be granted to the Westford Housing Authority for a period not less than 120 days after notice thereof.

J. Types of Buildings. The Flexible Development may consist of any combination of single-family, two-family and multifamily residential structures. A multifamily structure shall not contain more than five (5) dwelling units. The architecture of all multifamily buildings shall be residential in character, particularly providing gabled roofs, predominantly wood siding, an articulated footprint and varied facades. Residential structures shall be oriented toward the street serving the premises and not the required parking area.

K. Roads. The principal roadway(s) serving the site may be designed to conform with the standards of the Planning Board where the roadway is or may be ultimately intended for dedication and acceptance by the Town of Westford. Private ways shall be adequate for the intended use and vehicular traffic and shall be maintained by an association of unit owners or by the Applicant.

L. Parking. Each dwelling unit shall be served by two (2) off-street parking spaces. Parking spaces in front of garages may count in this computation.

M. Contiguous Open Space. A minimum of ten percent (10%) of the parcel shown on the development plan shall be contiguous open space. Any proposed contiguous open space, unless conveyed to the Town or its Conservation Commission, shall be subject to a

recorded restriction enforceable by the Town, providing that such land shall be perpetually kept in an open state, that it shall be preserved for exclusively agricultural, horticultural, educational or recreational purposes, and that it shall be maintained in a manner which will ensure its suitability for its intended purposes.

1. The percentage of the contiguous open space which is wetlands shall not normally exceed the percentage of the tract which is wetlands; provided, however, that the applicant may include a greater percentage of wetlands in such open space upon a demonstration that such inclusion promotes the purposes set forth in Section 1, above. In no case shall the percentage of contiguous open space which is wetlands exceed fifty (50%) of the tract.
2. The contiguous open space shall be used for conservation, historic preservation and education, outdoor education, recreation, park purposes, agriculture, horticulture, forestry, or for a combination of these uses, and shall be served by suitable access for such purposes.
3. The contiguous open space shall remain unbuilt upon, provided that the Planning Board may permit up to twenty (20%) percent of such open space to be paved or built upon for structures accessory to the dedicated use or uses of such open space, pedestrian walks, and bike paths.
4. Underground utilities to serve the Flexible Development site may be located within the contiguous open space.

N. Ownership of the Contiguous Open Space. The contiguous open space shall, at the Planning Board's election, be conveyed to

1. the Town of Westford or its Conservation Commission;
2. a nonprofit organization, the principal purpose of which is the conservation of open space and any of the purposes for such open space set forth above;
3. a corporation or trust owned jointly or in common by the owners of lots within the Flexible Development. If such corporation or trust is utilized, ownership thereof shall pass with conveyance of the lots in perpetuity. Maintenance of such open space and facilities shall be permanently guaranteed by such corporation or trust which shall provide for mandatory assessments for maintenance expenses to each lot. Each such trust or corporation shall be deemed to have

assented to allow the Town of Westford to perform maintenance of such open space and facilities, if the trust or corporation fails to provide adequate maintenance, and shall grant the town an easement for this purpose. In such event, the town shall first provide fourteen (14) days written notice to the trust or corporation as to the inadequate maintenance, and, if the trust or corporation fails to complete such maintenance, the town may perform it. Each individual deed, and the deed or trust or articles of incorporation, shall include provisions designed to effect these provisions. Documents creating such trust or corporation shall be submitted to the Planning Board for approval, and shall thereafter be recorded.

O. Buffer Areas. A buffer area of one hundred (100) feet shall be provided at the perimeter of the property where it abuts residentially zoned or occupied properties, except for driveways necessary for access and egress to and from the site. No vegetation in this buffer area will be disturbed, destroyed or removed, except for normal maintenance. The Planning Board may waive the buffer requirement (i) where the land abutting the site is the subject of a permanent restriction for conservation or recreation so long as a buffer is established of at least fifty (50') feet in depth which may include such restricted land area within such buffer area calculation; or (ii) where the land abutting the site is held by the Town for conservation or recreation purposes; or (iii) the Planning Board determines that a smaller buffer will suffice to accomplish the objectives set forth herein.

P. Drainage. Stormwater management shall be consistent with the requirements for subdivisions set forth in the Rules and Regulations of the Planning Board.

Q. Decision. The Planning Board may approve, approve with conditions, or deny a special permit for a Flexible Development after determining whether the Flexible Development better promotes the purposes of Section A of this Flexible Development By-Law than would a conventional subdivision development of the same locus.

R. Relation to Other Requirements. The submittals and permits of this section shall be in addition to any other requirements of the Subdivision Control Law or any other provisions of this Zoning By-Law.

SPECIAL TOWN MEETING

MINUTES

December 6, 1999

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot Elementary School on Monday, December 6, 1999, called to commence at 7:30 PM, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the meeting to order at 7:35 PM with 255 voters in attendance.

It was voted to allow the following non-resident Town employees to sit on Town Floor: Karl Fagans, Vladimir Lyubetsky, Carl Franceschi, Everett Olson, School Business Manager, Frank Messer, Finance Director, Rose Thoman, Recreation Director, Mark Hamel, Jeff Chelgren, Interim Assistant Town Manager, Mark Wetzels, Joanne Sheehan, Elder Services Director, Elaine Lucas, Town Counsel, Steve Ledoux, Town Manager.

Before the meeting, Steve Ledoux, newly appointed Town Manager was introduced and Pack 99 Den 6 led the meeting in the Pledge of Allegiance.

It was voted to take Article 22 out of order.

ARTICLE 22: It was voted unanimously that the Town adopt a resolution endorsing Westford as a "Peaceable Community built on respect, pride, and responsibility for ourselves, for one another, and for the environment."

Fire Chief Richard Rochon asked for a moment of silence for the six Worcester fire fighters who died over the weekend.

ARTICLE 1: It was voted unanimously that the Pay Classification Plan for non-unionized municipal employees be amended as shown in Appendix "A" (attached) and indicated in bold font. All other aspects of this plan remain in effect.

(See Appendix "A")

ARTICLE 2A: It was voted that the Town raise and appropriate the following sums necessary for the Operation and Maintenance of Town Departments for the fiscal year July 1, 1999 through June 30, 2000 and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees:

Unclassified Health Insurance	50,000
Shared Technology – Server	18,000

Solid Waste/Recycle Expenses – Recycle Contract	2,000
Schools Expenses – Abbot Septic Study	5,000
Highway Operation Expense	4,200
Highway Capital Stony Brook Dam	115,000
Police Personnel Services Custodial	19,445
Police Capital Equipment – Computers	92,000
Police/Fire Complex – Fire Department- Heating System Overhaul	13,000
Veterans' Services - Benefits	20,000
Recreation Department – Capital	14,300
Town Manager – Personnel Services	16,185
Town Hall – Capital	60,000
Town Hall – Expenses – Rentals Modulars	0
Selectmen Expenses – Environmental Study- Franklin Property	10,000
Selectmen Expenses – Special Town Meeting Printing & Mailing	2,800
Pay Classification Exempt Salary Adjustment	35,000
Council on Aging Used Van	500
Council on Aging Telephone	2,000
Council on Aging Contracted Services	2,441
Fire Operations Expense	<u>4,661</u>

Total: \$506,532

ARTICLE 2B: It was voted unanimously that the Town appropriate from available funds, the sum of Eighty Thousand One Hundred Fifty and 00/100 (\$80,150.00) Dollars from Receipts Reserved – Insurance Reimbursement, to make the necessary repairs due to electrical damage at Town Hall.

ARTICLE 3: It was voted that the Town transfer the following funds to the following accounts:

Board of Health - \$14,877 from Operating Personnel – Contracted (52340-52024) to Expenses – Nurse (52321-51173)
Human Resources - \$9,700.00 from Personnel (15215-51148) to Human Resources Operating (15240-52016)
Water Department - \$8,000 from Water Department Capital (45284-58017) to Operating Expenses – Office Equipment (45240-62085)

It was voted unanimously to take Article 6 out of order.

ARTICLE 6: A motion to dismiss the article failed for lack of majority. It was voted 349 in favor, 370 opposed that the Town adopt a Plan entitled “Division of Land at Farmer’s Parcel, Westford, MA, Prepared for the Town of Westford” to be prepared and stamped by a Massachusetts licensed surveyor and to be recorded at the Middlesex North District Registry of Deeds, in accordance with the unanimously approved Article 21 of the May 7, 1994 Annual Town Meeting, which divided the so called Farmer’s Parcel among and transferred the care,

custody, and control of the specified portions to the Recreation Commission, Conservation Commission, Cemetery Commission, Water Commission, and Housing Authority.

ARTICLE 4: It was voted that the Town raise and appropriate the sum of One Hundred Thrity Thousand and 00/100 (\$130,000.00) Dollars for the purpose of engineering and design work and all other necessary site work for a master plan usage of the so called Farmer's Parcel, now termed Stony Brook Center. A motion to expand the scope of the site work to include "wetlands, hydrology, wildlife, historical resources, and fit analysis" failed for lack of majority.

ARTICLE 5: It was voted to dismiss this Article relative to the transfer of a portion of the Farmer Parcel to the Board of Selectmen for a highway garage.

ARTICLE 7: It was voted by a two-thirds vote that the Town raise and appropriate a sum of One Million, Nine Hundred Thousand Dollars (\$1,900,000.00) for the purpose of performing architectural design and engineering services, including costs incidental and related thereto, for a new school or schools, and/or renovations to existing schools to meet the School Department's K-5 needs, including site development, and including costs incidental and related thereto, to determine whether such appropriation will be raised by borrowing or otherwise; to provide that no money shall be expended or borrowed hereunder unless the Town shall vote at a regular or special election to exempt the amounts required to pay any bonds or notes authorized from the limitations of Proposition 2 ½, so called, or act in relation thereto; and that the Permanent School Building Committee be thereby authorized to enter into a contract or contracts to provide the above mentioned services, or act in relation thereto.

ARTICLE 8: It was voted unanimously that the Town appropriate the sum of Two Million Eight Hundred Fifty and 00/100 (\$2,850,000.00) for the purpose of constructing and furnishing a modular school building to meet the short term K-8 needs of the Westford School System.

It was voted to adjourn the meeting at 11:05 PM on December 6, 1999 to re-group on December 7, 1999 at 7:30 PM at the Abbot Elementary School to complete the meeting. The total number of voters checked in was 819.

Ellen Harde, Town Moderator, called the meeting to order at 8:00 PM on December 7, 1999. The attendance was 201.

It was voted to allow Mark Bobrowski, Consultant, to sit with the Master Plan Implementation Committee.

ARTICLE 9: It was voted unanimously to dismiss this Article relative to appropriating money for a new Highway Garage.

It was voted to take Article 11 out of order, to be voted on before Article 10.

ARTICLE 11: The motion failed relative to appropriating from available funds the sum of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, to the Stabilization Fund.

ARTICLE 10: It was voted to dismiss this Article realtive to appropriating funds to reduce the tax rate for FY2000.

ARTICLE 12: It was voted unanimously that the Town accept the following streets as accepted ways: Hyacinth Drive, Crocker Drive, Jennifer Drive, Joyce Circle, and Ashley Place.

ARTICLE 13: It was voted unanimously that the Town accept the following streets as accepted ways, or act in relation thereto: Stoneview Drive, Maura Circle, and Carver Circle. A motion to accept Hidden Valley Road failed for lack of majority.

ARTICLE 14: It was voted unanimously to amend Chapter 22 of the Town of Westford By-Laws by making the following changes:

22. Executive Summary

The Finance Committee is appropriately interested in the Town's annual Operational Budget development, Financial Policy, and all Planning anticipated to have a financial impact on the Town. The Committee can make recommendations on any financial matter before Town Meeting or on ballot referenda and provide the underlying rationale and supporting information for each recommendation.

22.1 Membership; Compensation

There shall be a Finance Committee consisting of nine (9) voters of the Town, none of whom shall hold any other elective or appointed town office or position having to do with the expenditure of money. The members of the Finance Committee shall be sworn to the faithful performance of their duties and shall serve without compensation.

22.2 Duties

The Finance Committee shall be appointed by the Moderator for the purpose of advising the Town Meeting on all matters relating to the appropriation, borrowing, expenditure, and receipt of money by the Town, including, but not limited to, the annual budget as set forth below, the Town's indebtedness, capital needs, and all other municipal affairs having a financial impact upon the Town.

The Finance Committee shall recommend approval or disapproval to the Town Meeting of the Annual Operating and Capital Budgets as set forth below, and also upon any article or matter within a Town Meeting warrant which may involve the appropriation or expenditure of money. Such recommendations shall include any other advice the Committee deems advisable. The Committee may also issue recommendations on referenda or other matters appearing on the ballot having financial impact upon the Town, excluding the choice of individuals for Town offices.

22.3 Terms; Vacancies; Organization

The terms of members shall be for three (3) years and shall be staggered in such a manner that three (3) terms expire in each year. The terms shall begin upon July 1 in the year in which appointments are made. A vacancy shall exist whenever a member resigns in mid-term by informing the Moderator and Town Clerk of such intent. Vacancies shall be filled by the moderator for the remainder of the unexpired term only. The Committee shall meet at the call of the majority of duly appointed members, or at the call of the Town Clerk as soon as practicable after July 1 of each year to organize, elect such officers as it may deem necessary, and to adopt and amend such rules and regulations, organization, and procedures as are consistent with these by-laws and the General Laws of the Commonwealth.

22.4 Advisor

The Finance Director shall serve as an advisor to the Finance Committee.

22.5 Areas of Responsibility

22.5.1 Development of Annual Operating and Capital Improvement Budgets

Immediately upon the close of the fiscal year, the Finance Director shall compile statements in tabulated form for 1). the amounts appropriated and amounts expended from each appropriation during the preceding fiscal year and 2). an analysis of the adequacy of the appropriations and revenue estimates for the current fiscal year. Copies of the same, together with any other information she/he deems advisable, shall be immediately transmitted to the Board of Selectmen, the Town Manager, and the Finance Committee. The Town Manager, in consultation with the Finance Director and Finance Committee, shall then set completion dates for all phases of the succeeding fiscal year's budget development process.

Upon analysis and consideration of the information provided and gathered, the Town Manager shall issue a Budget Development message to all departments and boards by the agreed upon date. The message shall outline the current and projected financial condition of the Town and budgetary goals for the succeeding fiscal year.

The Town officers, boards, committees, and department heads authorized by law to expend funds, shall submit detailed estimates of the amounts necessary for the proper maintenance of their departments in the upcoming fiscal year to the Town Manager and Finance Committee no later than the agreed upon date. Furthermore, such officers, boards, committees, and department heads authorized by law to expend funds, shall submit a capital budget for the upcoming fiscal year to the Town Manager and the Finance Committee no later than the agreed upon date.

All budgets thus submitted shall be consistent with the policy direction contained in the Budget Development Message and shall be accompanied by sufficient explanation and supporting data to clearly support the amounts described.

The Town Manager and Finance Committee shall either separately or jointly review the budgets submitted to them, and each shall hold such hearings and meetings as deemed necessary. The Town Manager shall, no later than the agreed upon date and after making additions and deletions as she/he sees fit, adopt a final proposed operating and capital budget for presentation to the Annual Town Meeting for the succeeding fiscal year.

The Finance Committee shall, after due consideration, recommend the amounts which, in its judgment, should be appropriated for the ensuing year, and shall accompany the same with such explanations and suggestions thereto as it may deem advisable for the proper information of the voters. The Finance Committee shall print these recommendations and information together with the Town Manager's proposed budget, and shall distribute this document to all residents of the Town at least twenty one (21) days prior to the Annual Town Meeting.

22.5.2 Management of Finance Committee Reserve Fund

Town Meeting may appropriate monies into a reserve fund for the transfer of funds by a majority vote of the Finance Committee, to meet "extraordinary or unforeseen expenses" within a Town function during the fiscal year.

22.5.3 Recommendations upon Warrant Articles and Ballot Questions which have a Financial Impact

The Finance Committee may study the financial implications and impact of all warrant articles before the Town Meeting, or a question on a ballot. It shall then inform the voters of its findings and recommendations.

22.5.4 Participation in Planning/Negotiation Activities

The Finance Committee, or a designated member, may be an active participant in any board or committee created for the purpose of formulating financial policy and procedures which affect bonded debt, free cash use, capital budgeting, investments, expanding revenue sources, and any other financial planning activities.

The Finance Committee, or a designated member, may be a non-voting member to all official and unofficial ad-hoc committees created for the purpose of negotiating the purchase of any land, buildings, rights, interests, etc., in excess of \$10,000.

Motion Allowed - Unanimous

ARTICLE 15: It was voted unanimously that the Town adopt a master plan, entitled "Route 110 Master Plan, Westford, MA" dated November 15, 1999 and prepared by Bruce Campbell & Assoc., Inc. and Geller Assoc., Inc. for all of Littleton Road, and parts of Carlisle, Boston, Tadmuck, and Powers Roads, which outlines the Town's goals and objectives for the development of this important commercial corridor.

ARTICLE 16: It was voted unanimously that the Town adopt as its zoning map, entitled “Zoning Map, Westford, Massachusetts” issued September, 1999, dated December 6, 1999, and prepared for the Westford Planning Board.

ARTICLE 17: It was voted unanimously that the Town amend the Westford Zoning By-Law, Section 173-25 (Flexible Development By-Law), by making the following changes:

Item 1. Substitute the following in Section 173-25, G. Basic Maximum Number of Dwelling Units. After number of lots “allowed in the zoning district in which the property is located (i.e. conventional subdivision). The burden of proof shall be upon the applicant to submit such evidence as necessary to support the calculation of the allowable number of lots, based upon accepted standards of soil testing for sewage disposal systems on the individual lots, limitations due to wetlands, flood plains and steep slopes, and requirements of the Planning Boards ‘Rules and Regulations Governing Subdivisions.’” And delete the words “which could... through conventional plan.”

ARTICLE 18: It was voted unanimously that the Town amend the Westford Zoning By-Law Section 173-25 (Flexible Development By-Law) by making the following changes:

- Item 1. Add the following in Section 173-25, H. Density Bonus. In the sentence “All dwelling units awarded as a density bonus shall be two bedrooms”, strike the phrase “two bedrooms” and replace it with the new phrasing “limited to not more than two bedroom units.”
- Item 2. Substitute the following in Section 173-25, I. Affordable Component, “Thirty (30) years” for “fifteen (15) years”.
- Item 3. Add the following in Section 173-25, I. Affordable Component, after 3. “When computing the number of affordable units, the number will be rounded to the next lower integer.”
- Item 4. Substitute the following in Section 173-25, I. Affordable Component, “thirty years” for “fifteen years”.

ARTICLE 19: It was voted unanimously that the Town amend the Westford Zoning By-Law by adding the following wording to section 173-20A(2) (Applicability), “...shall submit application for Open Space Residential Development and conform to the requirements of this section, *unless waived by vote of the Planning Board in consideration of the submittal of a special permit application under section 173-25, Flexible Development By-law. Discontinuance of this alternative application shall render all related approvals and waivers null and void.*”

ARTICLE 20: It was voted with a two-thirds majority that the Town amend the Westford Zoning By-Law by making the following changes:

Item. 1. Add the following entry A. (6) in the Table of Use Regulations, Section 173-13:

	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
“Assisted Living Facilities”	SPB	SPB	-	SPB	SPB	SPB	SPB	SPB	SPB	-

Item 2. Add the following new Section 173-20A, entitled "Assisted Living Facilities:"

Section 173-20A. ASSISTED LIVING FACILITIES.

1. PURPOSE. The purpose of this Section is to provide a mechanism for the approval of:

- a. assisted living facilities (ALF) that offer supportive services to individuals who are unable to live independently in the community by offering supervision and/or assistance with basic activities of daily life, such as, but not limited to, dressing, bathing, toilet, and nutrition; and
- b. the development of ALF in a manner that conserves environmental features, woodlands, wet areas, open space, areas of scenic beauty, views and vistas as well as encouraging the renovation and rehabilitation of older, existing buildings; and
- c. the development of ALF in a manner harmonious with the surrounding land uses while protecting natural resources and open space.
- d. the appropriate reuse of land and buildings that are no longer needed or suitable for their original use, and to permit reuses which are compatible with the character of the neighborhood and which take into consideration the interests of abutters, neighbors and the public, especially where the site abuts a residential area or the building(s) merit preservation.

2. DEFINITIONS. Within this Section 173-20A, the following terms shall have the following meanings:

Affordable Unit: A unit sold or leased at a price affordable to persons earning not more than 80% of the area median income as determined by the Massachusetts Department of Housing and Community Development. Such units shall be restricted for a period of not less than thirty (30) years.

Applicant - The person or persons, including a corporation or other legal entity, who applies for issuance of a special permit hereunder. The Applicant must own, or be the beneficial owner of, all the land included in the proposed site, or have authority from the owner(s) to act for him/her/it/them or hold an option or contract duly executed by the owner(s) and the Applicant giving the latter the right to acquire the land to be included in the site.

Assisted Living Facility (ALF) - A facility as defined in 651 CMR 12.02. (definition)

Bedroom - A separate room intended for, or which customarily could be used for, sleeping.

Land - Land, including areas covered by water.

Regulations - The rules and regulations of the Planning Board relative to subdivisions, special permits and site plans.

Thoroughfare - A street open at both ends, affording an unobstructed exit at each end into another street.

Unit - A residence, including studio units. Each unit may contain except in studio units, one or more bedrooms, bathrooms, a living area, a kitchen area or combination kitchen/living area.

Wetlands - Land subject to the provisions of M.G.L. c. 131, ss. 40 and 40A and local non-zoning wetlands bylaw and Water Resource Protection Bylaw.

3. SPECIAL PERMIT REQUIRED. An ALF may be constructed, or a structure may be converted for use as an ALF in accordance with subsection 8 herein, in all districts except B and BL, upon the issuance of a special permit by the Planning Board, and upon site plan approval pursuant to Section 173-22, subject to the requirements set forth herein. No other use of structures shall be permitted in conjunction with an ALF, except as specifically provided herein.

4. SPECIAL PERMIT GRANTING AUTHORITY. The Planning Board shall serve as the special permit granting authority pursuant to this section. The Planning Board may waive the submittal of technical information or documents otherwise required hereunder where the applicant demonstrates that, due to the simplicity of the proposal, such information is not necessary for or applicable to the Planning Board's decision pursuant to this section. An application for a special permit shall be governed by the following rules.

5. APPLICATION. An application for a special permit shall be submitted to the Planning Board on forms furnished by the Planning Board. Each such application shall be accompanied, if applicable, by a definitive plan of land pursuant to the provisions of G.L. c. 41, ss. 810 and 81T as the same may be from time to time amended and the Regulations of the Planning Board and a filing fee determined in accordance with said Regulations. In addition the applicants shall submit

a. The following plans:

1. A site plan and all supporting documents as set forth in Section 173-22;
2. A plan at a scale of 1" = 40' showing the topography of the site at a minimum of two foot intervals, as well as vegetation and special features, including wetlands, streams, ponds, and vernal pools, trees of more than 8" caliper, rock outcroppings, slopes in excess of 15%, existing and proposed trails and paths, open vistas, structures of historical importance and biological or wildlife habitats, and proposed conservation and recreation easement areas;

3. A plan illustrating preliminary landscaping and architectural design, showing types, location and layout of buildings, and typical elevations, as well as the general height, bulk and appearance of structures. The Planning Board may subsequently require perspective drawings;

b. The following narrative reports or data:

1. A proposed development schedule showing the beginning of construction, the rate of construction and development, including stages, if applicable, and the estimated date of completion;
2. A development impact statement prepared by qualified professionals, detailing the impact of the development on the Town's capacity to furnish services including, but not limited to, roads, police, fire, emergency services and water;
3. Information pertaining to any organization which the Applicant proposes to form where the development is to be a condominium development, including forms and plans to be used to organize and manage the same, for approval as to form by Town Counsel;
4. Copies of all proposed covenants, easements, and other restrictions which the Applicant proposes to grant to the Town, the Conservation Commission, utility companies, any condominium organization and the owners thereof, including plans of land to which they are intended to apply, for approval as to form by Town Counsel;
5. Any and all other information that the Planning Board may reasonably require in a form acceptable to it to assist in determining whether the Applicant's proposed development plan meets the objectives of this Section.

Waiver of Technical Compliance: The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Section 5., a. and b., where the project has relatively simple development plans.

6. STANDARDS. In order to be eligible for consideration for a special permit pursuant to this Section, the proposed development shall meet all of the following standards:

- a. Size of Parcel.** In the Residence Districts, the parcel on which the ALF will be located shall have at least five (5) acres. In all other eligible districts, the minimum lot size shall control.
- b. Maximum Lot Coverage.** Maximum lot coverage by buildings in the Residence Districts shall not exceed 30%; maximum lot coverage by impervious surfaces in the Residence Districts shall not exceed 50%. The remaining space, to the extent possible, should be used for conservation,

historic preservation and education, outdoor education, recreation, park purposes, agriculture, horticulture, forestry, or for a combination of these uses.

c. Buffer. In all eligible districts except the Residence Districts, a buffer area of one hundred (100) feet shall be provided at the perimeter of the property where it abuts residentially zoned or occupied properties, except for driveways necessary for access and egress to and from the site. In the Residence Districts, the following buffer shall be required:

SIZE OF PARCEL	REQUIRED BUFFER (FT.)
5 TO 7.5 ACRES	100
7.5 ACRES TO 10 ACRES	150
MORE THAN 10 ACRES	200

No vegetation in this buffer area will be disturbed, destroyed or removed, except for normal maintenance. The Planning Board may require additional vegetative screening in the buffer area. To allow some flexibility in achieving the best design for a parcel, the Planning Board may waive the buffer requirement along particular lot lines or portions of lot lines when it determines that a smaller buffer will suffice to accomplish the objectives set forth herein so long as (1.) the net amount of buffer is not reduced, and (2.) the buffer is not less than 50 feet in depth.

d. Removal and Replacement of Vegetation. Within the site, no clear cutting shall be permitted, except incidental to construction of buildings, roads, trails and parking areas.

e. Roadways. The public roadway providing access to the site shall be a thoroughfare. The principal roadway(s) within the site shall be designed to conform to the standards of the Town where the roadway is or may be ultimately intended for dedication and acceptance by the Town of Westford. Private ways within the site shall be adequate for the intended use and vehicular traffic and shall be maintained by an association of unit owners or by the Applicant.

f. Parking. The applicant shall provide adequate parking to serve all anticipated uses on the property, with information detailing the method of computation of parking spaces. The minimum number of parking spaces provided on the site shall be 0.3 parking space per dwelling unit in an ALF. A minimum of one (1) parking space shall be provided for every three- (3) employees during the largest shift. The Planning Board may increase the required parking by up to 10% to serve the needs of employees, visitors and service vehicles. All parking areas shall be screened from view from adjacent residentially zoned or occupied premises located outside the site, including public ways, by a landscaped

border at least ten (10) feet in width. Parking lots in front setbacks in residential zones, and in buffer areas in all zones, with the exception of necessary access driveways, are prohibited. Parking areas in residential districts shall be located to the side or rear of all buildings. Parking lot layout shall be planned to permit landscaping, buffering, or screening to prevent direct views of parked vehicles from adjacent streets. The use of traditional picket fencing, hedges, walls, or landscape berms to define parking areas is encouraged. In parking areas of eleven or more parking stalls, at least one tree of three-inch or greater caliper shall be planted for every six parking places. Adequate tree wells and irrigation shall be provided for all parking lot landscaping. Pedestrian access is to be taken into consideration in parking lot design. The use of separate walkways is encouraged. Textured paving or grade separated (elevated) walkways are desired on all pedestrian access ways.

g. Loading. Loading areas must be at least 20 X 9 feet, and have a minimum overhead clearance of 10 feet. Screening and landscaping shall be provided to block all views of loading areas (except those specifically designated for emergency vehicles) from the public right-of-way and adjacent properties.

h. Surface Drainage. The surface drainage system shall be designed in accordance with the Regulations of the Planning Board, Board of Health and Conservation Commission.

i. Utilities. All electric, gas, telephone, and water distribution lines shall be placed underground, except upon a demonstration of exceptional circumstances. The facility shall be served by the municipal water system.

j. Paths. Paths for the use of residents shall be attractively designed with proper regard for convenience, separation of vehicular, bicycle and pedestrian traffic, adequate connectivity, completeness of access to the various amenities and facilities on the site and to pathways on adjacent sites.

k. Paving and curbing. Where the roadway is or may be ultimately intended for dedication and acceptance by the Town of Westford, granite curbing, gray in color, is required, except in areas of very low traffic volume where no curbing will be required. Rolled asphalt (Cape Cod berm) curbing is unacceptable in all such ways. Curbing is to be sloped or cut to provide a barrier free transition at road crossings and building entrances. Paving should be textured or of different materials at pedestrian crossings and walkways. The use of stone, brick or cultured stone pavers for entrance walkway borders is encouraged. The use of textured materials for walkway borders is encouraged.

l. Number of Bedrooms. In Residence Districts, the number of bedrooms in an ALF shall not exceed eight (8) per acre of parcel size.

m. Buildings - Design and Architectural Character. An ALF may consist of a single building or multiple buildings. The maximum building

height and maximum number of stories shall be as set forth in the requirements for the district in which the parcel is located.

1. Massing and Style: Building massing and style must be distinctively residential in character, drawing on the historical design elements that are contextually consistent with regional New England architecture. Historical and traditional design elements are encouraged. Front yards which use boxwood hedges, evergreen hedges, traditional style picket fences, stone walls, or iron picket fences with granite curb and pilasters is encouraged. Fences or hedges should not exceed three feet in height at the fronts of buildings. Fences and landscaping to screen service areas may exceed this height, consistent with the intent and use of the space.

2. Roofs. Preference shall be given to roof pitches consistent with single family, residential design. New England traditional or vernacular styles are preferred. Material must be consistent with the architecture of the building. Composition shingle material is acceptable, providing that it is of high quality and provides architectural definition to the tab shingle to emulate traditional wood shingle styles. Tile, slate, or metal roofing is permitted, provided it is consistent with the architectural style of the building. Gutters and downspouts are encouraged to provide drainage away from foundations, but must be consistent with the other architectural elements of the building. All buildings should have a chimney to convey the look and feel of residential use. No service equipment, including HVAC equipment, shall be carried above the roofline so as to be visible from adjacent properties or public roads.

3. Facade element. Design of the facade shall be highly detailed and articulated to be compatible with the scale and sensitivity to the residential uses of the project. Facades should have a well-defined foundation, a modulated wall element, and pitched roof or articulated cornice, which defines the character of the building, and provides relation to the human scale of typical family residences.

4. Entrances. Building entrances must comply with all current accessibility regulations, however the use of ramps and lifts is discouraged. Buildings should be designed with entrances that are barrier free for the intended residential or commercial uses. The use of sloping entry walks, covered entryways, porticos, arcades, and covered porches is encouraged. Where grade separation of an entrance is required because of site topography, accommodation should be provided in the architectural detail of the entry to allow barrier free use by building residents and visitors.

5. Door and window openings. Doors and windows form the transition from public to private space, and should reflect

residential detailing in design and placement. The use of cornices, architectural moldings, sidelights, transom lights, and raised panels in doors is encouraged. Window openings should vary between buildings, but should not be unbroken and continuous in any circumstance. The use of opening sash windows with true divided lights, or detailing to convey the character of divided lights is encouraged. The use of shutters consistent with the architecture of a building is encouraged. A wide range of material for doors and windows is acceptable, except that the use of commercial, anodized or painted aluminum or steel storefront assemblies is discouraged.

6. **Materials and design elements.** Material chosen for exterior elements should be consistent with the intent and use of materials traditionally found in residential design in New England. Siding materials such as clapboard and shingle are preferred, and the use of new materials, which reduce maintenance, but emulate the look and feel of traditional materials, is encouraged. The use of a variety of trim materials to provide detail at the eaves, comers, gables, pediments, lintels, sills, quoins, and balustrades is encouraged. The use of bays, towers, cupolas, cross gables, and dormers to provide unique character to a building and provide articulation of the facade is encouraged. The color palette chosen for any building should be consistent with colors traditionally found in residential design in New England.

n. Accessory Structures and Uses. Structures and uses accessory to the ALF may also be provided, including, but not limited to, the following: beauty and barber salons; recreational, physical fitness and therapy services; chapel; library; bank automated teller machine; management offices; adult day care or adult day health facility; hospice residence; food service; laundry and covered parking areas; waste water treatment facilities and/or other sanitary, health or safety related features, provided, however, such accessory uses and structures shall be designed for the primary use of the residents and staff of the ALF. Such accessory uses may not be designed for or used as a general business by the general public. Such accessory uses and structures shall have no exterior advertising display.

o. Emergency Systems. The ALF shall have an integrated emergency call, telephone and other communications system to provide for the safety of its residents. There shall be sufficient site access for public safety vehicles. A plan shall be approved by the Westford Fire Department for the emergency evacuation of the residents with emphasis on ensuring the safety of residents with physical impairments.

7. AFFORDABLE UNITS.

Applicants are encouraged to provide affordable units. Such affordable units shall be integrated into the overall development of the ALF so as to prevent the physical segregation of such units. For every three (3) affordable units, the applicant may add an additional market rate unit, provided that in no event shall the total number of bedrooms exceed the computation derived from Section 6.1, above, by more than 20%. When computing the number of affordable units, the number will be rounded to the next lower integer.

8. CONVERSION OF STRUCTURES.

The provisions of this subsection shall apply only to land and buildings in municipal use previously or at the time of application and to structures of which at least 75% of such structure was constructed prior to March 12, 1955.

- a. In assessing any application for a special permit hereunder, the Planning Board must find that the proposal protects Westford's heritage by minimizing removal or disruption of historic, traditional or significant uses, structures or architectural elements, whether these exist on the site or on adjacent properties. If the building is a municipally owned building, the proposed uses and structures must be consistent with any conditions imposed by the Town Meeting on the sale, lease, or transfer of the site.
- b. The provisions of subsection 6 herein shall not apply to an application for a special permit to convert an existing structure for use as an ALF to the extent that such existing structure does not comply with subsection 6 as of the effective date of this bylaw.
- c. The number of bedrooms in an existing structure converted to an ALF hereunder shall be in accordance with 780 CMR 1.00 et seq and any other applicable state regulations.
- d. An existing non-conforming structure may be expanded in conjunction with an application for conversion to an ALF hereunder; provided however such expansion shall be in conformance with the Table of Dimensional and Density Regulations in Chapter 173 of the Westford Zoning bylaws.

Notwithstanding the foregoing, in the process of granting a Special Permit hereunder, the Planning Board may permit expansion of the structure, to the degree reasonably necessary to construct entryways and features to comply with A.D.A. requirements and fire escape and fire protection features.

9. ACTION BY THE PLANNING BOARD

The Planning Board may grant a special permit for an ALF where it makes the following findings:

- a. The proposed ALF complies with the requirements of this section;
- b. The proposed ALF does not cause substantial detriment to the neighborhood after considering the following potential consequences:
 1. noise, during the construction and operational phases;
 2. pedestrian and vehicular traffic;
 3. environmental harm;
 4. visual impact caused by the character and scale of the proposed structure(s);
 5. overall impact on the immediate neighborhood caused by the character and scale of the proposed use.

ARTICLE 21: It was voted by a two-thirds vote that the Town appropriate the sum of One Million One Hundred Fifty Thousand Dollars (\$1,150,000) for the purchase of the land known as the Hill property, located around the intersection of Chamberlain and Hunt Roads, Westford, being shown on the Town of Westford Assessor's Map as Parcel 33-6, Parcel 33-12, and Parcel 33-7.2 containing approximately 2.0, 2.4 and approximately 18 acres, but not to include the Hill residence and a one acre parcel surrounding the residence; and to meet said appropriation, the Treasurer with approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of \$650,000 under and pursuant to Mass. Gen. Laws c.44, §7 (3), or any other enabling authority, and to issue bonds or notes therefor, and to authorize the Board of Selectmen, pursuant to Mass. Gen. Laws c. 40, Sec. 14 to acquire by purchase good and marketable title to said property which is subject to a duly exercised right of first refusal pursuant to Mass. Gen. Laws c. 61A; retaining no less than 55% of said property as conservation land; and to authorize the Board of Selectmen to propose future uses for the balance of the site.

The meeting was adjourned at 11:02 PM.

BIRTHS 1999

Date	Name	Mother	Father
26-May-99	Abbott, Megan Alice	Michelle J. (Dzierzeski)	Mark A.
23-Jun-99	Antes, Benjamin James	Ann E. (Bonadio)	James P.
29-Apr-99	Arnold, Kylie Ryan	Hilary L. (Thompson)	Eric P.
2-Feb-99	Baker, III, Weston Collins	Madeleine S. (Swietlik)	Weston C.
2-Feb-99	Bakshi, Avinash	Bhabana (Pati)	Abhaya K.
8-Feb-99	Barrett, Jennifer Elizabeth	Eileen T. (Chaffee)	James P.
18-Jan-99	Bates, Madeline Ann	Christine A. (Johnson)	Craig B.
7-Jan-99	Beach, Tristan Michael	Bernadette P. (Comar)	Reginald A.
2-Apr-99	Bergeron, Alison Barbara	Lori A. (Gagnon)	Gregory A.
10-Apr-99	Bernard, Lisa Rose	Kathleen A. (Regan)	David M.
15-Apr-99	Bodi, Nicholas Gerald	Elizabeth E. (Gomez)	John F.
27-Jul-99	Bowen, Ryan Christopher	Janet M. (Beloin)	Kevin A.
18-Mar-99	Boyd, Paul Brooks	Michele A. (DiStefano)	David D.
8-May-99	Brake, Sydney Victoria	Paulette E. (Roy)	Charles G.
4-May-99	Brandford, Calvin Joseph	Nancy E. (Augustine)	Calvin H.
13-Mar-99	Brooks, II, Kevin Michael	Donna E. (Dye)	Kevin M.
8-Jan-99	Burke, Cameron William	Sharon M. (Kierce)	Garrett S.
23-Feb-99	Burke, Mara Angelina	Angela M. (Gagliano)	Michael P.
5-Jan-99	Callon, Lily Segale	Eileen J. (Segale)	Ross W.
11-Jun-99	Chaloori, Pranav	Preethi (Sandri)	Arun K.
29-Apr-99	Chisholm, Peter Robert	Kathleen L. (Clasby)	Michael B.
25-Apr-99	Conrad, Aydan Zaniel	Acadia L. (Barnes)	Justin C.
2-May-99	Cook, Harrison Michael	Tracy L. (LeBlanc)	Louie C.
24-Jun-99	Cote, Vanessa Ann	Karen A. (Cardono)	Hervey P.
3-Jun-99	Couillard, Emma Lauren	Sherri L. (Hannon)	Michael E.
10-May-99	Crogan, Haley Ann	Mary C. (Taylor)	Daniel P.
16-Jun-99	Cuomo, David Ryan	Donna L. (Synfelt)	Kevin M.
21-May-99	Curtis, Alexandra Catherine	Beverly R. (Recchio)	Andrew D.
4-Feb-99	Daniel, Margaret Mae	Susan C. (Day)	Alexander M.
22-Mar-99	Davis, Jacob Nathaniel	Ellen M. (Fratkin)	Laurence S.
20-Feb-99	DeGregorio, Nicholas Adam	Meredith B. (Barbour)	James D.
22-Jul-99	Delaney, Katelyn Nicole	Therese A. (Toupin)	Kenneth C.
4-Mar-99	Deloia, Elizabeth Annette	Sharon A. (Steeves)	John A.
7-Jul-99	Delouchrey, Christopher Joseph	Lisa M. (Connors)	Daniel J.
4-Jun-99	Dolan, Jason Patrick	Laura A. (McClellan)	Joseph
22-Jun-99	Donaher, Aidan Scott	Joana E. (Liu)	J. Casey
16-Feb-99	Donovan, Kathleen Elizabeth	Linda K. (Brown)	Charles T.
18-May-99	Downey, Joyce Alanna	Denise M. (Waite)	Brian J.
18-May-99	Downey, Matthew Thomas	Denise M. (Waite)	Brian J.
15-Jan-99	Dulczewski, Matthew James	Michele E. (Argersinger)	David J.
14-Apr-99	Durkin, Michael Gerald	Jessica (Fahey)	Joseph M.
28-Jun-99	Ellis, Colleen Mary	Jean-Marie (Comley)	James E.
7-Jan-99	Ellis, Timothy Jeffrey	Joan M. (Eilers)	Jeffrey C.
3-Jan-99	Ferlito, Colin Daniel	Christina L. (Mabry)	Andrew P.
15-Jun-99	Ferrini, Samuel Elias	Karla B. (Mann)	Dino A.
11-Mar-99	Fink, Brandon Warner	Kirsten H. (Huppuch)	Andrew M.
6-Apr-99	Flynn, Lauren Faith	Robin K. (Kilmarx)	Edward T.

8-May-99 Fong, Haley Moriah	Monique L. (Allen)	Thomas R.
1-Feb-99 Fossey, Matthew Edmond	Kathleen F. (Hogan)	Paul L.
27-Feb-99 Frelick, Nico Anthony	Patricia (Belmonte)	Jeffrey
6-Jan-99 Gaffney, Jonathan Barton	Melissa M. (Klein)	Sean L.
5-Jul-99 Gallant, Ethan Michael	Cheryl A. (Veno)	Michael J.
2-Jul-99 Gardner, Linnea Mae	Deborah S. (Oatman)	Scott R.
12-Jul-99 Gates, Sarah Molly	Molly A. (Bulman)	Thomas A.
25-Apr-99 Geannopoulos, Austin Nicholas	Tanya L. (Dawkins)	Byron P.
9-Jun-99 Germano, Lily Santanna-Marie	Kristina M. (Dostaler)	John R.
19-May-99 Giacalone, Luke Robert	Jill A. (Mullan)	Glenn P.
16-Jan-99 Gilbride, Madison Elizabeth	Melissa A. (Daly)	James R.
3-May-99 Goodman, Nicholas Stockwell	Donna J. (Westman)	Todd S.
8-Mar-99 Gray, Kaylee Marie	Tanya L. (Stanichuk)	Michael K.
21-Apr-99 Greene, Alexandra	Amy R. (Stohl)	Shaun J.
23-May-99 Guilmette, Leanne Rose	Joanne (Kelley)	Troy M.
22-Feb-99 Harrington, Joseph Stephen	Donna M. (Rucinski)	Stephen J.
5-Apr-99 Hartnett, Andrew Thomas	Debra-Jean R. (Ogiba)	Thomas O.
13-Apr-99 Hashem, Jamie Ramirez	Leticia (Ramirez)	James F.
30-Mar-99 Herget, Ceara Nicole	Terri S. (Rasmussen)	Alfred C.
4-May-99 Hickey, Haylee Annmarie	Darlene A. (Walcott)	Bruce W.
29-Mar-99 Hillman, Elizabeth Marie	Deborah M. (Snyder)	Herbert K.
24-Jun-99 Ho, Alli Bo	Wen-Sun (Chen)	Bruce K.
24-Jun-99 Ho, Indi Gem	Wen-Sun (Chen)	Bruce K.
28-Feb-99 Hryckowian, Hunter Dylan	Julia J. (Baratta)	Mitchell
19-May-99 Hudson, Robert Charles	Karen A. (Lemecka)	Robert B.
1-Mar-99 Iler, Abigail Elizabeth	Victoria E. (Antil)	James R.
17-Jul-99 Jayanthi, Vikram Chandra	Nirmala (Bhoopalam)	Sridhar
4-May-99 Kaizerman, Nicole Marie	Maria G. (Silva)	Robert J.
27-Jul-99 Kim, Kristen Lois	Carolyn L. (Canterbury)	Norman N.
6-Jan-99 Lawlor, Megan Elizabeth	Carol L. (Magnoli)	John E.
4-Jan-99 Ledder, Devyn Kira	Sarah O. (Roselin)	Erik T.
5-Apr-99 Levine, Alyssa Brooke	Adrienne L. (Trager)	James G.
9-Feb-99 Li, Amanda Sijiao	Yue (Zhang)	Wei
6-Apr-99 Libby, Julia Rose	Kerry L. (Doherty)	David A.
16-Jul-99 Loesch, Zachary James	Elizabeth J. (Perkins)	William M.
6-May-99 Lorette, Isabelle Eleanor	Daniele P. (Pardinielli)	Walter H.
15-Jan-99 Lyons, Adam Scott	Heather L. (Gerroir)	Scott L.
15-Apr-99 Lyon-Smith, Owen Alexander	Katrina A. (Smollett)	John S.
28-Jul-99 Mackay, Hannah Jennifer	Kerri A. (Morse)	James A.
28-May-99 Macomber, Sean Martin	Lesley E. (Chesler)	Edward W.
17-Jun-99 Macopoulos, Christopher James	Alexia (Nacopoulos)	James A.
3-Apr-99 Macres, Dalton Gregory	Marcia J. (Ridings)	Jason V.
18-Apr-99 Mains, Samantha Lauren	Diane E. (Fiorillo)	Vincent R.
15-Feb-99 Mantville, William John	Deborah J. (McCormack)	William J.
1-Apr-99 Mariano, John Casey	Lisa M. (Champagne)	Christopher G.
6-May-99 Marino, Joseph Francis	Cynthia K. (Maffetone)	David M.
16-Jan-99 Martel, Ian Andre	Joanne E. (Belanger)	Robert C.
29-Dec-99 Mazzaferro, Blake Mitchell	Laura P. (McCauley)	Raymond A.
27-May-99 McKeen, Steven Benjamin	Cynthia A. (Young)	Andrew W.
16-Jan-99 McManus, III, Arthur Leo	Deborah C. (Cox)	Arthur L.
14-May-99 Merrill, Victoria Rose	Lisa A. (Arcese)	Steven C.

15-May-99 Mimassian, Jacob James	Patricia M. (McGuire)	Richard O.
15-May-99 Mimassian, Jarod Samuel	Patricia M. (McGuire)	Richard O.
14-May-99 Misak, Sara Megan	Roberta J. (Vonberg)	Rodney L.
16-Jul-99 Morton, Gwendolyn Claire	Valerie A. (Gulla)	Gregory J.
22-Mar-99 Munroe, Matthew Tristram	Sandra L. (Suit)	William M.
15-Jan-99 Packingham, Abigail Nicole	Valorie A. (Myrick)	Kevin D.
16-Feb-99 Paglia, Joscelyn	Leah (Manganaro)	Richard
29-Mar-99 Paquin, Caroline Elizabeth	Katherine M. (McNeill)	Michael C.
20-Jun-99 Patil, Manu	Anju (Bhatia)	Shameekumar
25-Jul-99 Paulauskas, Emma Catherine	Beth A. (McKenna)	Ronald L.
28-Apr-99 Pazienza, Benjamin Joseph	Nancy E. (Wolk)	Christopher G.
11-Apr-99 Peterson, Ian David	Jennifer L. (Hurlburt)	Andrew C.
19-Feb-99 Pillsbury, Taylor Marie	Diane M. (Lundberg)	Douglas C.
17-May-99 Pritchard, Mark Allen	Holly B. (Sheridan)	Thomas A.
28-May-99 Qi, Cindy Miao-Hui	Yun (Qi)	Cheng S.
7-Jun-99 Rangwala, Taha Mohammedi	Rashida M. (Daresalamwala)	Mohammedi A.
18-May-99 Reddy, Anoop Chandra	Vijayalakshmi C. (Reddy)	Chandra S.
9-Jan-99 Ricca, Joseph Richard	Kathleen E. (Coughlin)	Richard A.
7-Apr-99 Richmond, Jennifer Sarah	Susan B. (Wood)	Joseph A.
23-Jun-99 Robinson, Brian Paul	Julie A. (Anzivino)	Paul B.
3-Apr-99 Rohan, Cameron Elizabeth	Rachelle M. (Beaudet)	Steven J.
28-Jun-99 Rolt, Cabot Philip	Christine M. (Coughlin)	Kenneth D.
13-Jul-99 Rooney, Finnbar Robert Martin	Melissa A. (Jarvis)	Francis P.
10-Jun-99 Rooney, Makenna Bryce	Hollace E. (Neff)	Michael T.
24-Feb-99 Roop, Delaney Gabrielle	Suzanne R. (Thoelke)	Jeffrey K.
14-Jul-99 Ruble, Claudia Rose	Lisa (Krikorian)	John J.
29-Jun-99 Sallet, Andrew Michael Christopher	Marguerite E. (Sallet)	
8-Jul-99 Sargeant, Phoebe Albertine	Dawn M. (Brown)	Sean A.
27-Apr-99 Scott, Ian Peter	Sharon A. (Gauthier)	Robert H.
20-Apr-99 Secontine, Robert Germain	Judee L. (Germain)	Robert K.
13-Jan-99 Shah, Rohan Nirav	Payal N. (Banker)	Nirav R.
10-Feb-99 Sheth, Nihar Kalpesh	Jagruti K. (Jhaveri)	Kalpesh M.
17-Jul-99 Singh, Deren Vijay	Nilay T. (Turhan)	Stephen A.
2-Jul-99 Stefanski, Kendra Rhea	Diane M. (Daniels)	William E.
21-Mar-99 Taylor, Erin Brandt	Alexandra B. (Brandt)	Robert B.
29-Jan-99 Tobin, Anna Louise	Tracy L. (Mosher)	David D.
28-Jan-99 Trantanella, Emily Ruth	Valerie R. (Hodgkin)	Charles J.
18-Jan-99 Vallurupalli, Jyotika	Nalini (Gottipati)	Tarakeswar
2-May-99 Ventola, Thomas Franco	Carol E. (Targonski)	Franco G.
9-Mar-99 Waldron, Jack Robert	Hilary E. (Carrick)	Richard J.
1-Feb-99 Walker, Andrew Peter	Michele (Potenza)	Robert A.
11-Apr-99 Walsh, Abigail Lois	Janet L. (Rochestetler)	Christopher T.
16-Feb-99 Walter, Samantha Noble	Laura M. (Murphy)	Robert H.
21-Dec-99 Ward, Matthew Joseph	Anna M. (Healy)	James
24-Mar-99 Wedge, Zoe Louise	Sandra L. (Hall)	Richard E.
2-Jun-99 Welch, Steven Richard	Sandra K. (Dixon)	Brian R.
7-Jan-99 Whiting, III, Douglas Bacon	Judith B. (Bauduy)	Douglas B.
25-Jan-99 Widmann, Claire Marie	Virginia M. (Valade)	Bryan S.
21-Jun-99 Wilson, III, William Daniel	Maryanne (Gelarderes)	William D.
19-Feb-99 Wolpert, Adam Michael	Sandra M. (Yelen)	Scott E.
10-Mar-99 Wood, Emma Mariana	Marie M. (McDonald)	Laurier A.

9-Jul-99 Zacharchuk, Caroline Ann	Sheila M. (Curran)	Charles M.
28-Jun-99 Zhai, Emily Luxin	Qinghua (Meng)	Wengang
28-Jul-99 Zhang, Andrew	Hong (Cai)	Zhaohui
31-Jan-99 Zhang, Frank Gao	Weihong (Gao)	Yong

Deaths 1999

Date	Name	Marital Status	Age
21-Mar-99	Allard, Emma Kelesoglu	Wif- Arthur P. Allard	60
15-May-99	Bell, Jean E.	Never Married	90
7-May-99	Brickett, Ernest Bokene	Hus- Helen Ozana	72
4-Jul-99	Brzezinski, Walter H.	Hus- Shirley G. Peterson	81
4-Apr-99	Buxton, Helen Mary	Wid- Daniel S. Buxton	86
21-Jun-99	Carey, Virginia E.	Wid- Charles Carey	85
10-Jul-99	Castor, Leonard Fred	Wid- Dorothy May Castor	72
30-May-99	Charlton, Mary W.	Never Married	79
30-Jul-99	Cockerline, Dorothy E.	Wid- E. Monty Cockerline	72
15-Feb-99	Coffin, Evelyn	Wid- Fred T. Coffin Jr.	84
17-Aug-99	Coleman, Richard A.	Hus- Joyce A. Peck	67
18-Jun-99	Colwell, Andrew David	Never Married	29
17-Jan-99	Cook, Margaret Gertrude	Wif- Douglas Chipman Cook	83
10-Jul-99	Cronin, Joseph H.	Wid- Margaret H. Wall	63
10-Jan-99	Cunningham, Mary	Wid- Riley Cunningham	86
1-Jun-99	DesLauriers, Edward P.	Hus- Marjorie F. Foley	68
11-Mar-99	Doherty, Helen Virginia	Wid- Daniel Francis Doherty	91
10-Apr-99	Donovan, Norma Gertrude	Wif- John J. Donovan	73
13-Apr-99	Doucette, Virginia Louise	Wid- Lawrence C. Doucette	73
27-May-99	Dudevoir, Gladys F.	Wif- Joseph Dudevoir	80
2-Jan-99	Elliott, Joseph E.	Never Married	68
6-Jan-99	Fogg, Julia Parkhurst	Wid- Donald H. Fogg	92
21-Jun-99	Foster, Muriel E.	Wif- Richard E. Foster	53
23-Apr-99	Fox, Leo	Never Married	75
18-Feb-99	Freitas, Manuel J.	Hus- Irene Freitas	87
8-Jan-99	Giannotti, Jennie	Wid- Joseph Giannotti	72
9-Feb-99	Grant, Phillip L.	Hus- Anita Randal	66
27-Mar-99	Greenshields, Helen	Never Married	103
10-Feb-99	Greenshields, Marguerite	Never Married	98
19-Jul-99	Greenwood, Margaret E.	Wid- Wilfred Greenwood	94
18-Apr-99	Haley, Edward W.	Hus- Dolores Keenan	69
1-Jun-99	Haley, Rita Marie	Wid- George R. Haley	72
12-Mar-99	Harrill, Laura W.	Wid- Leary R. Harrill	92
4-Mar-99	Higgins, Catherine	Div- James Higgins	80
9-May-99	Hobson, Helen P.	Wid- Frederick P. Hobson	89
9-Jul-99	Howell, Ewart David	Hus- Joyce Anne Ferebee	54
17-Jun-99	Huston, Jeffrey H.	Hus- Charlene Plotkin	49
3-Apr-99	Ingram, Helen Marie	Wid- Francis H. Ingram	91
3-May-99	Krystyniak, Reginald A.	Div- Barbara Twarog	70
8-Jun-99	Laboissonniere, Adrien	Hus- Dorothy Barlow	82
6-May-99	Lamoureux, Cecile B.	Never Married	89
28-Mar-99	Lamy, Antoinette	Wid- Wilfred Lamy	93
12-Apr-99	Leavitt, Edward William	Never Married	89
8-Aug-99	Leslie, Anna Marie	Wid- George C. Leslie	90
24-Mar-99	Mack, Jr., John J.	Hus- Katherine Kelleher	61
13-Feb-99	Mason, Sidney F.	Hus- Helen L. Lupien	85
10-Jun-99	Mathai, Kunjamma	Wid- Varghese Mathai	76

19-Jun-99 McCarron, Lillian Marie	Wid- Leo J. McCarron	92
7-Mar-99 McGrath, Ann	Wid- Charles McGrath	74
9-Jul-99 Mee, John Joseph	Never Married	54
30-Jun-99 Meuse, Ruth Anna	Wid- Lawrence R. Meuse	84
3-Mar-99 Milot, Fernande A.	Wif- Donat J. Milot	83
27-Jun-99 Noonan, Neil F.	Wid- Jacqueline Boisvert	80
27-Jun-99 O'Connor, Michael F.	Hus- Jean Cate	46
11-Feb-99 Paquin, Henry J.	Hus- Irene H. Dion	86
29-Jan-99 Patel, Lakhiben K.	Wid- Jagjivin Patel	81
10-Jan-99 Pitman, Ruth A.	Never Married	90
10-Jul-99 Pond, Frederick Louis	Hus- Doris E. Bevis	72
18-Jun-99 Ricard, Jeanne	Wif- Raymond Ricard	53
30-Jun-99 Savage, Norman Stuart	Hus- Marion Joan Dyke	67
7-Jul-99 Shaw, Walter Albert	Hus- Constance Cassidy	71
23-Jul-99 Sholler, Elizabeth	Wid- Nicholas A. Sholler	76
2-Apr-99 Silva, Margaret	Wid- Arthur Silva	87
25-Feb-99 Smith, Lawrence Russell	Hus- Marjorie Fletcher	80
27-Jan-99 Snow, Melissa	Wif- Jonathan D. Ziegler	44
18-Jan-99 Sugalski, Albert James	Hus- Jean Elizabeth Schmidt	53
29-Jan-99 Swanson, Herbert P.	Hus- Virginia B. Worden	75
21-Feb-99 Talmer, Frank A.	Hus- Alice Kazlauskas	78
17-Feb-99 Tereshko, Elena	Never Married	68
8-Feb-99 Tofferi, Gertrude	Wif- Kalevi Tofferi	80
16-Jan-99 Tremble, Herbert	Hus- Cynthia Fawcett	74
16-Jun-99 Westman, Gracie A.	Wid- Alvin P. Westman	92
3-Apr-99 Westwood, Paul Francis	Wid- Claire E. Davidson	84
18-May-99 Wright, Olice E.	Wid- Donald E. Wright	83
19-Jan-99 Wright, Winnifred Mae	Div- George F. Wright, Sr.	77
6-Aug-99 Zis, Peter	Hus- Mary Sotire	72

Marriages 1999

Date	Groom Bride	Date of Birth	Residence
15-Aug-99	Enis, Timothy J. Bell, Susan Mary	13-Jun-64	Westford, MA
14-Aug-99	Fadjo, D. Lawrence Goode, Laura Lyn	27-Nov-65	Westford, MA
1-Aug-99	Johnston, Thomas Jeffrey Higley, Dawn Marie	29-Jan-49	Westford, MA
31-Jul-99	Western, Trevor Gerry, Donna Lee	20-Jan-71	Westford, MA
26-Jun-99	Lessard Jr., Robert J. Stroup, Sharon M.	6-Aug-71	Park Ridge, NJ
1-Aug-99	Desfosse, Donald Jonathan Holden, Betsey Ellen	9-Jun-68	Park Ridge, NJ
3-Aug-99	Fishken, David Simpson, Cheryl E.	10-Mar-55	Westford, MA
24-Jul-99	Gutierrez, Jr., Manuel Pedro Eckel, Allison Welles	1-Aug-58	Sudbury, MA
23-Jul-99	Holt, James E. Gamayon, Salimar C.	17-Mar-68	Dracut, MA
17-Jul-99	Lawson, Randall Scott Daniels-Stymiest, Joan K.	30-Sep-71	Dracut, MA
15-Jul-99	Slowick, Joseph S. Brown, Deborah A.	12-Dec-69	Chelmsford, MA
26-Jun-99	Hester, Jr., Leonard J. Bomal, Kathleen Anne	22-May-69	Chelmsford, MA
2-Jul-99	Wendell, John Harlan Welch, Maureen Rita	5-Feb-44	Westford, MA
2-Jul-99	Steinbuch, Dirk Madar, Marija	26-May-66	Westford, MA
30-Jun-99	D'Addieco, Daniel M. Craig, Sharon Marie	24-May-64	St. Croix, VI
19-Jun-99	Girard, Shawn Patrick Valcourt, Brenda Ann	24-Jun-74	Westford, MA
25-Jun-99	Dinsmore, Peter Andrew Marcelle, Sharon Lynn	31-Oct-53	Westford, MA
12-Jun-99	Lavin, Steven David Brush, Jodi Elizabeth	30-Sep-64	Westford, MA
19-Jun-99	Ashford, John Joseph Erickson, Cherie Ann	5-Aug-62	Westford, MA
19-Jun-99	Vanderwerf, Mark Kennedy Fowler, Debra Dawn	21-Jan-58	Westford, MA
6-Jun-99	Tebbetts, Steven Michael Martin, Susan Ann	11-Jan-49	Westford, MA
5-Jun-99	Sheehy, Michael Josphe Perry, Suzanne Marie	30-Nov-61	Westford, MA
5-Jun-99	Goldthwaite, Jason P. Menicci, Jeanine Leslie	4-Mar-67	Westford, MA
		5-Sep-69	Westford, MA
		29-Jan-54	Westford, MA
		16-Jun-53	Chelmsford, MA
		7-Jul-67	Begrheinfeld, Ger
		26-Dec-70	Begrheinfeld, Ger
		24-Aug-49	Westford, MA
		27-Sep-55	Westford, MA
		3-Oct-69	Westford, MA
		27-Nov-71	Westford, MA
		1-Nov-67	Westford, MA
		27-Dec-63	Westford, MA
		18-May-70	Perry Hall, MD
		25-Jun-70	Perry Hall, MD
		29-May-78	Westford, MA
		22-Aug-76	Westford, MA
		10-Oct-51	Westford, MA
		27-Sep-70	Westford, MA
		25-Mar-66	Westford, MA
		26-Mar-66	Westford, MA
		22-Jul-70	Westford, MA
		31-Aug-72	Westford, MA
		8-Feb-74	Merrimack, NH
		29-Aug-74	Merrimack, NH

30-May-99 Mehra, Rohit	11-Aug-59 Billerica, MA
Bandyopadhyay, Anu	19-Mar-58 Westford, MA
5-Jun-99 Williams, Journey Wasserman	15-Feb-77 Columbus, OH
Lewan, Sarah Marie	28-Mar-76 Westford, MA
6-Jun-99 Brown, Kenneth Michael	20-Jun-63 Westford, MA
Engel, Rebecca Gail	16-Jun-66 Westford, MA
29-May-99 Denisevich, Gary Joseph	2-Mar-69 Studio City, CA
Moulton, Andrea Marie	29-Sep-70 Studio City, CA
28-May-99 Palmer, William Alex	1-Jan-66 Westford, MA
Moore, Nicole M.	20-May-71 Westford, MA
22-May-99 Lawton, Scott Sheldon	23-Oct-63 Westford, MA
Burrell, Diana May	13-Nov-64 Westford, MA
15-May-99 Dodge, Kevin John	15-Mar-69 Gardner, MA
King, Catarina Gabrielle	9-Jun-71 Gardner, MA
15-May-99 Lawrence, Steven P.	4-Oct-60 Westford, MA
Tripp, Nancy A.	13-Jun-59 Westford, MA
15-May-99 Geary, John Francis	31-Dec-63 Westford, MA
Johnannsson, Victoria Ann	28-Jul-64 Westford, MA
22-May-99 McGowan, Peter M.	21-Jul-67 Westford, MA
Costello, Katherine Marie	26-Oct-66 Westford, MA
15-May-99 McLaughlin, Michael Patrick	27-Sep-68 Westford, MA
Brule, Michelle A.	17-Jan-62 Westford, MA
8-May-99 Record III, Delton Jonathan	15-Nov-71 Portsmouth, NH
Lane, Becky Elizabeth	6-Apr-72 Portsmouth, NH
24-Apr-99 Hosmer, Adam	9-May-77 Westford, MA
Ito, Akiko	3-Feb-68 Westford, MA
16-Apr-99 Nourie, Kevin Eugene	12-Mar-63 Leominster, MA
Zwicker, Judy Marie	2-Mar-65 Leominster, MA
11-Apr-99 Parrish, Jeremy Earl	16-May-73 Westford, MA
Miranda, Lee Sandra	9-Aug-79 Westford, MA
3-Apr-99 Bellone, Eric Thomas	5-May-64 Westford, MA
Monahan, Heather Eileen	16-May-68 Lowell, MA
27-Mar-99 Garrigan, Edward James	4-Oct-70 Lowell, MA
Bond, Karen	5-Dec-72 Lowell, MA
13-Mar-99 Gagne, Joel David	19-Sep-73 Westford, MA
Chisholm, Patricia Jean	13-Sep-69 Chelmsford, MA
13-Mar-99 Smith, Joshua H.	11-May-71 Hawthorne, NJ
Daigneault, Roxanne	16-Aug-70 Hawthorne, NJ
30-Jan-99 Cecere, Michael Edward	7-Oct-68 Salem, MA
Kierner, Erin Galvin	28-May-72 Salem, MA
1-Jan-99 MacDonald, John R.	8-Nov-64 Westford, MA
Burrier, Pamela J.	11-Dec-67 Westford, MA

Town of Westford



1999 Annual Report

ADDENDUM

Inadvertently Article 3 and Article 4 were not printed in their entirety in the 1999 Town Report.
Please keep this booklet with your copy of the Town Report for 1999.

TOWN OF WESTFORD



ANNUAL REPORT

For the year ending December 31, 1999

ANNUAL TOWN ELECTION

Tuesday May 4, 1999

ANNUAL TOWN MEETING

Saturday May 8, 1999

Article 3: Compensation Plan Amendment

It was voted that the Town amend the Payclassification Plan for the non-unionized municipal employees, efective July 1, 1999.
(Amended to include hourly increases to maximum wages for call firefighters by 3% as presented ny Fire Chief, Richard Rochon

Weight		0.25	0.25	0.15	0.15	0.1	0.1				
								Band	Band	Band	
Band	Position Title	ED	EX	IA	PS	IR	SU	Total	Minimum	Midrange	Maximum
8	Fire Chief	4	3	5	4	3	4	23	\$51,351	\$61,336	\$71,321
8	Police Chief	4	3	5	4	3	4	23	\$51,351	\$61,336	\$71,321
7	Finance Director	4	2	3	3	4	3	19	\$47,111	\$56,272	\$65,432
6	Asst. Town Manager	4	2	4	3	4	3	20	\$43,221	\$51,625	\$60,029
6	Director Human Resources	4	2	4	3	4	3	20	\$43,221	\$51,625	\$60,029
5	Library Director	5	4	4	4	3	4	24	\$39,653	\$47,363	\$55,073
5	Director Land Use	5	2	3	4	4	3	21	\$39,653	\$47,363	\$55,073
5	Water Superintendent	4	3	4	4	3	4	22	\$39,653	\$47,363	\$55,073
5	Highway Superintendent	2	3	4	4	3	4	20	\$39,653	\$47,363	\$55,073
5	Town Engineer	4	2	3	4	3	2	18	\$39,653	\$47,363	\$55,073
5	Town Accountant	4	2	3	3	3	3	18	\$39,653	\$47,363	\$55,073
5	Principal Assessor	4	1	3	4	3	3	18	\$39,653	\$47,363	\$55,073
4	Building Commissioner	2	2	3	3	3	3	16	\$35,404	\$42,288	\$49,172
4	Conservation Coordinator	4	2	3	3	3	3	18	\$35,404	\$42,288	\$49,172
4	Tax Collector	4	2	3	3	3	3	18	\$35,404	\$42,288	\$49,172
4	Director Environmental Svcs.	4	2	3	4	3	3	19	\$35,404	\$42,288	\$49,172
4	Director Health Care Svcs.	4	2	3	4	3	3	19	\$35,404	\$42,288	\$49,172
4	Asst. Library Director	5	3	3	3	2	2	18	\$35,404	\$42,288	\$49,172
4	Director Elder Services	4	2	4	3	3	3	19	\$35,404	\$42,288	\$49,172
4	Community Center Director	4	2	4	4	3	3	20	\$35,404	\$42,288	\$49,172
3	Recreation Coordinator	4	1	4	2	3	3	17	\$31,611	\$37,757	\$43,904
3	Town Clerk	3	1	3	3	3	3	16	\$31,611	\$37,757	\$43,904
3	Senior Librarian	5	2	3	2	2	2	16	\$31,611	\$37,757	\$43,904
3	Systems/Automation Mgr., Library	5	3	3	3	2	2	18	\$31,611	\$37,757	\$43,904
3	Substance Abuse Svcs. Coord.	3	3	3	4	3	2	18	\$31,611	\$37,757	\$43,904
3	Administrative Assessor	3	2	3	3	2	2	15	\$31,611	\$37,757	\$43,904
3	Asst. Building Commissioner	2	2	3	3	2	2	14	\$31,611	\$37,757	\$43,904
2	Asst. Town Accountant	3	2	2	2	3	1	13	\$28,224	\$33,172	\$39,200
2	Office Manager, Water Dept.	2	2	3	2	3	2	14	\$28,224	\$33,172	\$39,200
2	Office Manager, Fire Dept.	2	2	3	2	3	2	14	\$28,224	\$33,172	\$39,200
2	Office Manager, Police Dept.	2	2	3	2	3	2	14	\$28,224	\$33,172	\$39,200
2	Office Manager, Plan/Permit	2	2	3	2	3	2	14	\$28,224	\$33,172	\$39,200
2	Office Manager, Highway Dept.	2	2	3	2	3	2	14	\$28,224	\$33,172	\$39,200
1	Animal Control Officer	2	1	3	1	2	3	12	\$25,200	\$30,100	\$35,000
1	Admin. Secretary to Town Mgr.	2	2	2	1	2	1	10	\$25,200	\$30,100	\$35,000
1	Health Agent Technician	2	2	2	2	2	1	11	\$25,200	\$30,100	\$35,000
1	Cons	2	2	2	2	2	1	11	\$25,200	\$30,100	\$35,000
1	GIS Coordinator	2	2	2	2	2	1	11	\$25,200	\$30,100	\$35,000
1	Planner 1	2	2	2	2	2	1	11	\$25,200	\$30,100	\$35,000
1	Computer Technician	1	1	2	2	2	1	9	\$25,200	\$30,100	\$35,000

Hourly Classifications*	Min	Max
Call Firefighters	13.31	14.12
Ambulance Attendants	13.31	14.12
Call Fire Lieutenants	13.71	14.55
Call Fire Captains	14.21	14.98
Call Deputy Fire Chief	14.54	15.43
COA Van Coordinator	10.00	12.00
COA Van Drivers	8.00	7.25
Senior Library Page	6.50	7.25
Library Page	5.25	6.25

Legend

EX = Experience

ED = Education

IA = Independent Action

IR = Interrelationships

SU = Supervision

NA = Not applicable at this time

*further hourly wages for temporary or seasonal employees will be comparable to but not greater than the wage rate provided to employees covered by contractual agreements.

OPERATIONAL BUDGET

ARTICLE 4: Fiscal Year 2000 Town Budget/Town Manager

It was voted the Town raise and appropriate the sums necessary for the Operation and Maintenance of Town Departments for the fiscal year July 1, 1999 through June 30, 2000, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees.

HOLD ON ACCT NO. 1231

Motion to Amend - second - Amended to say that if the higher figure passes, the new town manager will have input as to who is hired as the assistant town manager. Amendment allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 210

HOLD ON ACCT NO. 220

Motion to postpone voting on the two above accounts until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

Motion to amend - second - To change the figure in account 2201 to read \$1,412,962.00, as presented Jeanne Drula, Finance Committee. (Difference of \$38,432.00)
Motion to appropriate funds from free cash allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 2411

Motion to amend - second - To change the figure to read as presented by Jeanne Drula, Finance Committee. Not approved

Motion to postpone voting on this account until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 4214

Motion to Amend - second - To change the figure to read \$916,484.00 as presented by Madonna McKenzie, Interim Town Manager. Motion allowed by majority vote, not unanimous.

(majority vote required)

Motion allowed by majority vote

Operational Budget

Town of Westford Fiscal Year 2000 Municipal Budget

ACCT NO *****	ACCOUNT NAME *****	ADOPTED 05/08/99 45,663,534.00 *****
122	Selectmen	
1221	Personal Services	0.00
1224	Expenses	24,600.00
	SUBTOTAL	24,600.00
123	Town Manager	
1231	Personal Services	187,291.00
1234	Expenses	7,160.00
1238	Capital	0.00
	SUBTOTAL	194,451.00
131	Finance Committee	
1311	Personal Services	0.00
1314	Expenses	8,000.00
1314	Reserve Fund	92,000.00
	SUBTOTAL	100,000.00
132	Finance Department	
1321	Personal Services	91,323.00
1324	Expenses	1,029.00
1324	Audit	14,500.00
	SUBTOTAL	106,852.00
133	Town Accountant	
1331	Personal Services	96,878.00
1334	Expenses	7,870.00
1334	Capital	0.00
	SUBTOTAL	104,748.00
141	Board of Assessors	
1411	Personal Services	146,164.00
1414	Expenses	46,650.00
1418	Capital	0.00
	SUBTOTAL	192,814.00
145	Tax Collector	
1451	Personal Services	83,535.00
1454	Expenses	56,600.00
1458	Capital	0.00
	SUBTOTAL	140,135.00
151	Town Counsel	

1511	Personal Services	0.00
1514	Expenses	68,000.00
1518	Capital	0.00
	SUBTOTAL	68,000.00
152	Human Resource	
1521	Personal Services	78,777.00
1524	Expenses	114,550.00
1528	Capital	0.00
	SUBTOTAL	193,327.00
153	Centrex Phone System	
1531	Personal Services	0.00
1534	Expenses	26,000.00
1538	Capital	0.00
	SUBTOTAL	26,000.00
155	Technology	
1551	Personal Services	26,000.00
1554	Expenses	106,000.00
1558	Capital	15,000.00
	SUBTOTAL	147,000.00
161	Town Clerk	
1611	Personal Services	87,924.00
1614	Expenses	17,545.00
1618	Capital	34,000.00
	SUBTOTAL	139,469.00
171	Conservation Commission	
1711	Personal Services	69,750.00
1714	Expenses	8,610.00
1718	Capital	0.00
	SUBTOTAL	78,360.00
174	Planning Board	
1741	Personal Services	64,519.00
1744	Expenses	31,950.00
1748	Capital	0.00
	SUBTOTAL	96,469.00
176	Zoning Board of Appeals	
1761	Personal Services	0.00
1764	Expenses	5,000.00
1768	Capital	0.00
	SUBTOTAL	5,000.00
181	Dev & Industrial Com	
1811	Personal Services	0.00
1814	Expenses	0.00
1818	Capital	0.00

	SUBTOTAL	0.00
184	CATV	
1841	Personal Services	0.00
1844	Expenses	100.00
1848	Capital	0.00
	SUBTOTAL	100.00
189	GIS	
1891	Personal Services	35,000.00
1894	Expenses	0.00
1898	Capital	0.00
	SUBTOTAL	35,000.00
192	Town Hall Maintenance	
1921	Personal Services	11,404.00
1924	Expenses	67,550.00
1928	Capital	24,000.00
	SUBTOTAL	102,954.00
193	Police / Fire Complex	
1931	Personal Services	0.00
1934	Expenses	23,970.00
1938	Capital	0.00
	SUBTOTAL	23,970.00

TOTAL GENERAL GOVERNMENT	1,779,249.00
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210	Police Department	
2101	Personal Services	2,467,411.00
2104	Expenses	171,080.00
2108	Capital	133,148.00
2131	(Offset)	(169,676.00)
	SUBTOTAL	2,601,963.00
220	Fire Department	
2201	Personal Services	1,412,962.00
2204	Expenses	68,938.00
2208	Capital	225,000.00
	SUBTOTAL	1,706,900.00
241	Building Department	
2411	Personal Services	155,513.00
2414	Expenses	13,800.00
2418	Capital	10,000.00
	SUBTOTAL	179,313.00
244	Sealer Weights / Measure	
2441	Personal Services	0.00
2444	Expenses	400.00
2448	Capital	0.00

	SUBTOTAL	400.00
291	Emergency Management	
2911	Personal Services	0.00
2914	Expenses	7,000.00
2918	Capital	0.00
	SUBTOTAL	7,000.00
292	Animal Control	
2921	Personal Services	45,911.00
2924	Expenses	10,065.00
2921	Offset	(30,200.00)
2928	Capital	1,000.00
	SUBTOTAL	26,776.00
293	By-Law Enforcement	
2931	Personal Services	6,921.00
2934	Expenses	0.00
2938	Capital	0.00
	SUBTOTAL	6,921.00
294	Tree Warden	
2941	Personal Services	2,000.00
2944	Expenses	39,500.00
2948	Capital	0.00
	SUBTOTAL	41,500.00

TOTAL PUBLIC SAFETY	4,570,773.00
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305	Westford Public School	
3051	Personal Services	0.00
3054	Expenses	0.00
3058	Capital	0.00
	SUBTOTAL	23,460,510.00
310	Nashoba Tech Assmt	
3101	Personal Services	0.00
3104	Expenses	601,017.00
3108	Capital	0.00
	SUBTOTAL	601,017.00

TOTAL EDUCATION	24,061,527.00
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411	Town Engineer	
4111	Personal Services	0.00
4114	Expenses	0.00
4118	Capital	0.00
	SUBTOTAL	0.00
421	Highway Department	
4211	Personal Services	1,024,681.00

4214	Expenses	916,484.00
4218	Capital	191,000.00
	SUBTOTAL	2,132,165.00

431	Solid Waste / Recycle	
4311	Personal Services	0.00
4314	Expenses	1,274,400.00
4318	Capital	0.00
4314	Offset / Revolving	(10,875.00)
	SUBTOTAL	1,263,525.00

440	Ground Maintenance	
4401	Personal Services	0.00
4404	Expenses	0.00
4408	Capital	0.00
	SUBTOTAL	0.00

491	Cemetery Department	
4911	Personal Services	0.00
4914	Expenses	19,045.00
4918	Capital	38,500.00
	SUBTOTAL	57,545.00

TOTAL PUBLIC WORKS	3,453,235.00
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510	Board of Health - Envir	
5101	Personal Services	112,653.00
5104	Expenses	23,500.00
5108	Capital	0.00
	SUBTOTAL	136,153.00

519	Animal Inspections	
5191	Personal Services	3,060.00
5194	Expenses	0.00
5194	Offset / Revolving	0.00
5198	Capital	0.00
	SUBTOTAL	3,060.00

523	Board of Health - Public	
5231	Personal Services	46,392.00
5234	Expenses	22,077.00
5238	Capital	4,000.00
	SUBTOTAL	72,469.00

540	Senior Center	
5401	Personal Services	14,285.00
5404	Expenses	48,171.00
5408	Capital	40,000.00
	SUBTOTAL	102,456.00

541	Council on Aging	
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5411	Personal Services	73,446.00
5414	Expenses	38,051.00
5418	Capital	0.00
	SUBTOTAL	111,497.00

542	Veterans Services	
5421	Personal Services	0.00
5424	Expenses	10,000.00
5428	Capital	0.00
	SUBTOTAL	10,000.00

TOTAL HEALTH & HUMAN SERVICES	435,635.00
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610	Library	
6101	Personal Services	626,474.00
6104	Expenses	244,339.00
6108	Capital	30,000.00
	SUBTOTAL	900,813.00

630	Recreation Department	
6301	Personal Services	62,823.00
6304	Expenses	63,584.00
6308	Capital	25,000.00
	(Offset / Revolving)	(49,260.00)
	SUBTOTAL	102,147.00

670	Museum	
6701	Personal Services	0.00
6704	Expenses	15,500.00
6708	Capital	15,000.00
	SUBTOTAL	30,500.00

673	Community Center	
6731	Personal Services	79,715.00
6734	Expenses	0.00
6738	Capital	20,000.00
6731	Offset	(55,000.00)
	SUBTOTAL	44,715.00

692	Memorial Day Celeb.	
6921	Personal Services	0.00
6924	Expenses	2,500.00
6928	Capital	0.00
	SUBTOTAL	2,500.00

TOTAL CULTRL & RECREATION	1,080,675.00
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910	Det Service	
9100	Principal & Interest	5,909,900.00
	SUBTOTAL	5,909,900.00

TOTAL DEBT SERVICE	5,909,900.00
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911	Unclassified	
9114	Pension Assessment	910,678.00
9114	Unemployment Insur.	16,000.00
9114	Group Health Insur.	1,221,250.00
9114	Medicare Contribution	187,200.00
9114	Accumulated Sick Time	20,000.00
9114	Senior Tax Rebate	15,000.00
9114	Comprehensive Insur.	237,650.00
9114	Compensation Reserve	0.00
9114	Water Indirect Cost	(135,238.00)
	SUBTOTAL	2,472,540.00

TOTAL UNCLASSIFIED	2,472,540.00
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452	Water Enterprise	
4521	Personal Services	497,440.00
4524	Expenses	792,538.00
4528	Capital	610,022.00
	SUBTOTAL	1,900,000.00

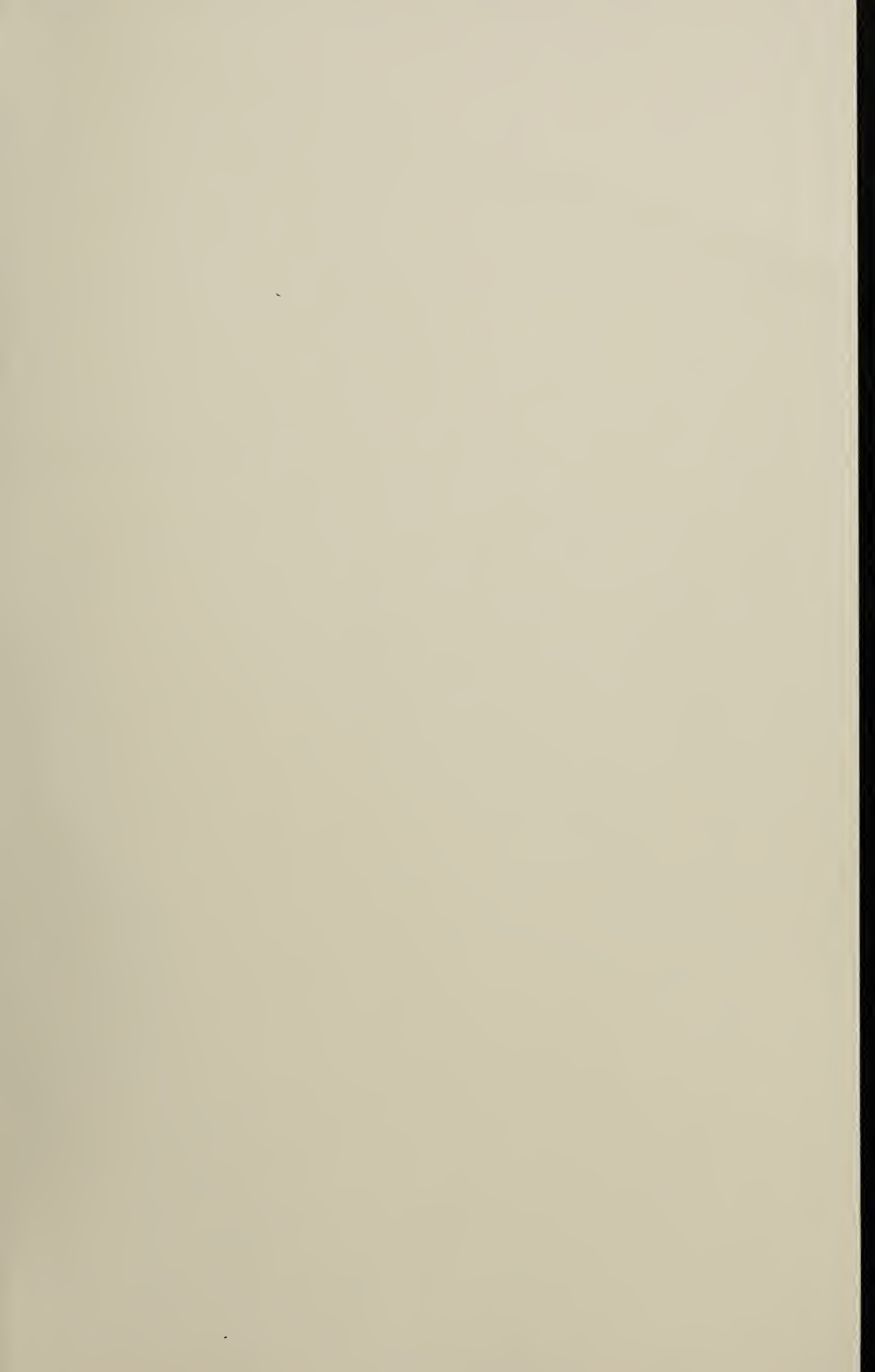
TOTAL WATER ENTERPRISE	1,900,000.00
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TOTAL GENERAL FUND	43,763,534.00
TOTAL WATER FUND	1,900,000.00
TOTAL BUDGETS	45,663,534.00

**Cover Photograph:
Courtesy of Mary E. Smith**

The Abbot Worsted Company along Pleasant St in the Forge Village section of Westford. This photograph was taken in the early 1920's. The Abbot Worsted Company, already operating in Graniteville, expanded its location to Forge Village with the completion of this building in 1887.





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Courtesy of Mary E. Smith**

The Abbot Worsted Company along Pleasant St in the Forge Village section of Westford. This photograph was taken in the early 1920's. The Abbot Worsted Company, already operating in Graniteville, expanded its location to Forge Village with the completion of this building in 1887.

